

Business Requirements Document -

Ofgem Switching Programme Sustaining Change to Xoserve Systems

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1. Background and Context

1.1 Introduction to the Ofgem Switching Process

This section provides a high level overview of the Ofgem Switching Programme with regards to its impacts upon the gas industry, UK Link, Shipper, GT and iGT systems. The purpose of this section is to set the scene for the modification 0630 Review Group and help the group understand its scope.

The Ofgem Switching Programme aims to implement a suite of systems designed to deliver faster (next day) more reliable switching. A new system the Central Switching System (CSS) will provide the switching functionality for gas and electricity switches. Where possible, gas and electricity switching processes will be harmonised.

For gas, Suppliers, not Shippers, will initiate switch requests on the CSS. CSS will provide outputs to UK Link and Shippers to manage Shipper registration to the Supply Point. UK Link will still hold a Supply Point Register for GTs and iGTs. The Supplier's Shipper will still be registered to the Supply Point for the purpose of gas settlement and other activities.

Gas Transporters (GTs and iGTs) will retain responsibility for the Supply Meter Point lifecycle - the creation and eventual end of the service pipe in the ground. Supply Meter Points will be created on UK Link and will be sent to the CSS to enable the registration processes and switching activities to occur.

The name of the thing that is being switched in the CSS (as to be defined in the new Retail Energy Code) is the Registrable Measurement Point (RMP) — for comparison purposes the name of the thing switched between Shippers in the UNC is the Supply Meter Point or Supply Point. The reference number of a RMP is the Supply Meter Point Reference Number (MPRN). The MPRN is used as the unique identifier for relevant UK Link transactions. For transactions on the CSS the unique identifier of a RMP is the MPRN. The same reference number is being used to ensure UK Link and the CSS records can be correctly synchronised, and to allow transactions in CSS to be reflected in transactions in UK Link.

When a Supplier submits a registration, switch, or withdrawal transaction on the CSS, the transaction will include the Supplier's Shipper. As the transaction progresses on CSS, notifications are provided to the relevant Shippers and UK Link. When the transaction results in a Supplier registration activity to a RMP the transaction will result in the corresponding Shipper registration activity at the Supply Point in UK Link. This will ensure the registration activities are co-ordinated across the two systems.

The following diagram sets out the Ofgem Switching Programme in three levels. The first is the core CSS, the second is the changes required to be made in UK Link to enable the CSS to work, the third are consequential changes as a result of the CSS which are required to sustain gas and UK Link operations. The fourth box, the Market Intelligence Service (MIS) is shown as supporting all three levels. The MIS is not being delivered as part of the Ofgem Switching Programme, it is being developed under a joint gas and electricity working group.



Ofgem Switching Programme

OSP Core (Level 1)

Delivery of CSS by CSSP, Retail Energy Code etc
Functional implementation approach e.g. the addition of MAP Id to the supply point register
Data migration role
Industry testing role
Target go live of CSS full operation is by December 2020

OSP Consequential change to Xoserve systems (Level 2)

Change "prescribed" by the OSP

New interfaces and data flows

New functionality e.g. concept of shipper appointment / de-appointment, calendar day operations
Some current functionality decommissioned e.g. objections process
Some changes will be implemented ahead of CSS go live, e.g. changes to DES for premise served
address, decommissioning of RDP flow if CSS adopts this early

OSP Sustaining change to Xoserve systems (Level 3) - Mod 0630R

Change "initiated (not prescribed)" by the OSP
Different ways of working, to be designed by Xoserve's customers
e.g. the obtaining of transportation charges for larger supply points, changes to Gemini for gas
nominations, establishing the settlement parameters for the supply point etc

Market Intelligence Service Development Undertaken by Xoserve and Gemserv. industry will determine requirements and approve and fund change. Examples include the provision of API data services to suppliers

1.2 Ofgem Switching Programme 'Core' Changes

Ofgem Switching Programme Core Changes will be required to deliver changes as a result of the programme and the introduction of the CSS. These are substantial changes to deliver the functional requirements of the programme, including changes to Xoserve systems, for example, file flows from Xoserve to the CSS. These changes will be managed through the Ofgem Switching Process through a project team within Xoserve. These changes will not be further explored within this document however may be referred to. The changes will be covered within the document [Ofgem Switching Programme Core Changes]

1.3 Ofgem Switching Programme Consequential Changes to Xoserve Systems

Ofgem Switching programme Consequential Changes will be required to deliver changes as a result of the programme and the introduction of the CSS. These are substantial changes that are as a result of the programme which impact on Xoserve systems and processes, for example, within the Ofgem Switching process it is likely the objection process will be decommissioned therefore there will be file flows decommissioned and processes requiring amendment. These changes will be managed through the Ofgem Switching Process through a project team within Xoserve. These changes will not be further explored within this document however may be referred to. The changes will be covered within the document [Ofgem Switching Programme Consequential Changes]

1.4 Ofgem Switching Programme Sustaining change to Xoserve and Industry Participant Systems

The area of work for the 0630 Review Group is at level three. This document will go on to record each topic area, requirements, solution options etc. to enable the industry to select the ways forward. Owing to the changing nature of the Ofgem Switching Process this document is designed to evolve throughout the iterations and additional changes that may arise through the programme.



1.5 Related Documents

Additional information and background to the Ofgem Switching Programme can be found on the Ofgem website by using the following link:

https://www.ofgem.gov.uk/gas/retail-market/market-review-and-reform/smarter-markets-programme/switching-programme

1.6 Scope

In Scope:

- 1. Sustaining changes required as a result of Ofgem Switching programme
- 2. Changes required for UNC and iUNC parties
- 3. Consideration of gas cross code impacts

Out of Scope:

- 1. Core changes from the Ofgem Switching Programme e.g. the delivery of the Central Switching System, the development of the Retail Energy Code etc
- 2. Consequential changes as a result of the Ofgem Switching Programme those changes that Xoserve must make in order for the industry-wide switching arrangements to work. This includes, for example, the development of file formats (or equivalent) for data flows between UK Link and the CSS.
- 3. The Ofgem Switching Programme scope does not include the registration / switching service for Supply Points directly connected to the National Transmission System are outside of the scope of this review.

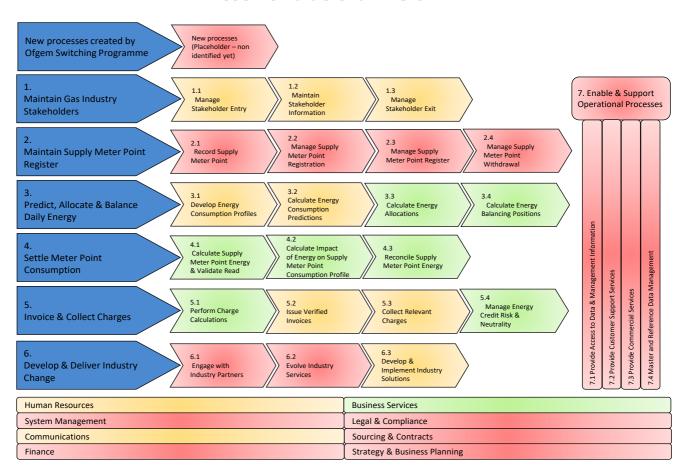


1.7 Xoserve Impacted Processes:

Below is a draft heat map which represents the areas of Xoserve that are impacted by the Ofgem Switching Programme. This is provided for Users to understand the scope and impact of the change. Currently where a change is identified this includes core changes, consequential changes and changes proposed through 0630R.

The sections that are highlighted red within this heat map signify considerable substantial, high impact changes to his area; the yellow areas will create medium impact and no impacts have been identified within the green areas.

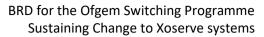
Xoserve Value Chain v3.0





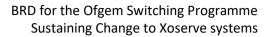
2.0 Topic Areas

Topic No	Title	Impact	0630 Review Group Consideration	Impacted Parties	Date identified	Actions Required for 0630R	Do nothing option	OSP Change Level
3.2	Transportation Charges	How Shipper Users may obtain details of relevant transportation charges. The CSS switch event does not envisage the use of the Supply Point Nomination process.	Potential to explore whether this is still required and an alternative method to complete this process.	Shippers, DNs	02/11/17	Confirm requirements		3
3.3	Opening Meter Read	How and when the incoming Shipper User is provided with the latest recorded Meter Information onto UK Link in order to validate the Opening Meter Reading before submission. This is applicable for Class 2, 3 and 4 Opening Meter Reads.	Currently certain file flows will not be issued at a change of supplier event for example the TRF which contains this information.	Shippers	02/11/17	Consideration of options to share this information		3
3.4	Gemini Updates	The timing of the transfer of information between UK Link and Gemini. A switch could occur as late as D-1 Calendar Days at 17:00 however the transfer of switching information from UK Link to Gemini currently takes place at D-2 Business Days.	The timeliness of the transfer and information to be submitted to Gemini	Shippers, NTS	02/11/17	Consideration of options i.e. there a way to flow this information prior to a switch		3
3.5	Shipper Registration Event – settlement data	How Shipper Users can obtain and process UK Link data items currently submitted to the CDSP at a change of Shipper User event. For example – Supply Point Class, Daily Capacity (SOQ), Hourly Capacity (SHQ), Meter Reading Frequency. Taking	None of the mandatory data items will be present in CSS flows.	Shippers	02/11/17	Consideration of options i.e. a 'Shell record' or a default set of values	No	3





		consideration of timings of flows.						
3.6	Supplier / Shipper Relationship Table	There is a requirement for a Shipper and Supplier (and possibly Transporter) relationship table to be maintained that will facilitate the appointing and de-appointing of Shipper Users.	It is likely that the table will be administered within UK Link.	Shippers	02/11/17	Refer to Level 1 discussions but ensure no level 3 impacts	No	1
3.7	Capacity Referral	How to manage a Capacity Referral as part of a switch.	This is a normal flow from Shipper to Transporter and not in the remit of CSS; This cannot be part of the switch event.	Shippers, DNs	02/11/17	Consideration of the changes to the process required outside of CSS		3
3.8	Supplier or Shipper Change	The management of an event where the Supplier changes Shipper User. In this scenario the customer does not switch and the Supplier remains the same, but the Supplier updates the CSS with their new Shipper User details. Alternatively, consideration needs to be given to the scenario where the Shipper stays the same but the Supplier switches.	Initiated through the CSS but impacts on UK Link, both scenarios are dealt with as a switch by the CSS.	Shippers	02/11/17	Consideration of options to share this information		3
3.9	Map Identity	The recording of the MAP identity against the Supply Meter point.	This is not considered as part of the switch with the CSS however needs to be shared and provided to UK Link.	Shippers	02/11/17	Refer to Level 1 discussions but ensure no level 3 impacts		1
3.10	Emergency Contact Details	The recording of Emergency Contact details. On large supply points Emergency contact details are	Not considered within the CSS, UK Link needs to record the emergency contact	Shippers, DNs	02/11/17	Consideration of options to share this information		3





		mandatory.	details and pass them on to the relevant Network.					
3.11	CSS Switch Cancellations	CSS Switch cancellations. The ability to cancel a switch event.	If information has been shared with UK Link how will this be retracted. Can be cancelled up to our CO status at D-2 (referred to as secured status within CSS), similar to a withdrawal.	Shippers, DNs	02/11/17	Consideration of options how to reverse a switch		3
3.12	Vulnerable Customers	Vulnerable Customers being registered on UK Link and notified to Networks.	Not considered within the CSS, UK Link needs to record details for vulnerable customers and pass them on to the relevant Network.	Shippers, DNs	02/11/17	Consideration of options to share this information		3
3.13	Market sector code - will come from CSS in future	Networks and Shippers will need to be sent the Market Sector Code which will now be received by UK Link from the CSS.	Updates will be sent from the CSS to UK Link, UK Link will need to retain the data item.	Shippers, DNs	15/12/17	Refer to Level 2 discussions but ensure no level 3 impacts	No	2
3.14	Delayed synchronisations	The management of an event whereby a Switch has occurred within CSS and UK Link has not been notified. There are no principles of retrospective confirmation on UK Link.	If a confirmation or registration on CSS is achieved but the flows are not updated within UK Link (process or system failure) how this can be resolved	Shippers, DNs, iGTs	15/12/17	Refer to Level 1 or 2 discussions but ensure no level 3 impacts	No	1 or 2
3.15	DES Data	New data items that may be relevant to DES will need including i.e. CSS Switch Status.	Consideration of new data items and where they should be stored or visible on DES. What data is expected to be held within DES	Shippers, DNs, iGTs	15/12/17	Refer to Level 1 or 2 discussions but ensure no level 3 impacts	No	1 or 2
3.16	Isolation and Withdrawals	This process will commence in the CSS but will rely on UK Link data e.g.	Consideration can be given to how it is intended to work	Shippers	26/01/18			3



BRD for the Ofgem Switching Programme Sustaining Change to Xoserve systems

		Isolation Status	and any level 3				
			considerations including the				
			meter point status				
	Construction of	Originally file flows were created in	Discussion regarding				
3.17	flows within UK	1996. File flows were not	whether all file flows are	All Users	26/01/18		3
	Link systems	fundamentally amended at Nexus.	amended as part of the OSP				

^{*}Any relevant cross code impacts should be considered throughout 0630R including, for example, Smart Energy Code (SEC) the Supply Point Administration Agreement (SPAA) and the iGT UNC.



3.0 Business Requirements per Topic Area

3.1 Example template – one per topic area

Title		XXXX						
Issue	description	Description of th	Description of the issue					
Impac	ted Parties	\square Shipper User	☐ Shipper Users					
		☐ DNs	□ DNs					
		□ iGTs						
		\square NTS						
		\square Other - Pleas	e specify					
Curre	nt Process							
Impa	ted process							
on the	e Xoserve							
Heat I	Мар							
Level	of change	High / medium /	/ low					
UNC F	References	Where applicable	le					
Busin	ess Process	Embedded proce	ess model					
Mode	l Diagram							
Requi	rements	Requirements of	f the change					
Descr	iption							
			Solution options					
No	Desc	ription	Impacts (including UNC	Considerations				
			reference)					
1			reference)					
1 2			reference)					
			reference)					
2			reference)					
2 3 4	mentation	☐ Can be imple	reference) mented after the CSS implementate	ion date				
2 3 4								
2 3 4 Imple		☐ Implementat	mented after the CSS implementat	date				
3 4 Imple times		☐ Implementat	mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation	date				
2 3 4 Imple times	cales	☐ Implementat ☐ Implementat	mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation	date				
2 3 4 Imple times Devel	opment	☐ Implementat ☐ Implementat	emented after the CSS implementation upon the CSS implementation cion prior to the CSS implementation this change	date				
2 3 4 Imple times Devel	opment ndencies	☐ Implementat☐ Implementat☐ Dependencies of	emented after the CSS implementation upon the CSS implementation cion prior to the CSS implementation this change	date				
2 3 4 Imple times Devel Deper Imple Risks	opment ndencies	☐ Implementat☐ Implementat☐ Dependencies of	emented after the CSS implementation upon the CSS implementation cion prior to the CSS implementation this change	date				
2 3 4 Imple times Devel Deper Imple Risks	opment ndencies mentation n Constraints	☐ Implementat☐ Implementat☐ Dependencies of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				
2 3 4 Imple times Devel Deper Imple Risks Desig	opment ndencies mentation n Constraints	☐ Implementat ☐ Implementat ☐ Dependencies of Any associated of Any associated of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				
2 3 4 Imple times Devel Deper Imple Risks Desig Desig Assun Testin	opment ndencies mentation n Constraints n nptions	☐ Implementat ☐ Implementat ☐ Dependencies of Any associated of Any associated of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				
2 3 4 Imple times Devel Deper Imple Risks Desig Desig Assun Testin Consideration	opment ndencies mentation n Constraints n nptions ng derations	☐ Implementat ☐ Implementat ☐ Dependencies of Any associated of Any associated of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				
2 3 4 Imple times Devel Deper Imple Risks Desig Assun Testin Consid	opment ndencies mentation n Constraints n nptions ng derations	☐ Implementat ☐ Implementat ☐ Dependencies of Any associated of Any associated of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				
2 3 4 Imple times Devel Deper Imple Risks Desig Assun Testin Consid	opment ndencies mentation n Constraints n nptions ng derations	☐ Implementat ☐ Implementat ☐ Dependencies of Any associated of Any associated of	emented after the CSS implementation upon the CSS implementation of the CSS implementation of this change risks constraints	date				



3.2 Transportation Charges

Title		Transportation (Charges				
Issue	description	During a Supply	Point Nomination or a Supply Point Enquiry the Shipper will				
		receive notificat	ion of the transportation charges	applicable for the Supply			
			Meter Point which they are enquiring about. Owing to the nature of the pace				
			hat a Supply Meter Point will switch, Supply Point Nomination or Supply Point				
			Enquiry is no longer a part of the switch process as outlined by the CSS. It is				
			orkgroup explore whether this pro	•			
			to be agreed to allow this process t	to continue outside of the			
	atad Dautica		change of Supplier.				
ımpa	cted Parties	Shipper User Shipper User	S				
		⊠ DNs					
		⊠ iGTs					
		⊠ NTS					
C	t D	Other - Pleas		050)			
Curre	ent Process		bmit an S48 (SMP_NOMINATION_I uests the transportation charges. A	·			
			S) is provided to the Shipper which	•			
		· —	de other data items. Alternatively f	·			
		-	/_ POINT_ ENQUIRY_ REQ) record				
			MP_ENQUIRY) record issued in resp				
		_	ith regards to this information and				
			ner. The switch event is then initiat				
		CDSP.					
-	cted process						
	e Xoserve						
Heat	•						
	of change	High / medium /					
	References	TPDG.1.16, TPD	6.2.1				
	ess Process el Diagram	PDF					
IVIOUE	ei Diagraili	125262- 2.07					
		Manage Contract Nor					
Requ	irements	For Ship	per Users to be able to access trar	nsportation charges			
Descr	ription						
			Solution options	· · · · · ·			
No	Desc	ription	Impacts (including UNC	Considerations			
1	Tueseesestetie	un abaumaa ta ba	•	Miles en la collection			
1			·	· ·			
	published						
			commercial implications				
2	Assessme	nt across the	No nomination enquiry process				
_			if removed	•			
		-		_			
		pplicable		process			
3		tion could be	Shippers will be able to obtain	Implications of the new			
	developed	to allow the	transportation charges	service			
2	Assessment industrations is still a	on charges to be dished the across the y that the enquiry process applicable action could be	reference) Transportation charges will be visible —this could have commercial implications No nomination enquiry process if removed Shippers will be able to obtain	 Where to publish the transportation charges, whether these need to be secure Implications of removing the nomination enquiry process Implications of the new 			



	sharing of the	transportation	however a new API service will	
	cha	arges	need to be developed	
4	Do nothing	but allow the	No impacts to current	 Timing issue as the
	process to co	ntinue outside	processes	switch event will occur
	of the (CSS event		and the window to
				provide an opening
				read may not suit the
				timeframes.
Imple	ementation	☐ Can be imple	mented after the CSS implementa	tion date
times	scales		ion upon the CSS implementation	date
			ion prior to the CSS implementation	on date
		May be implemented independently of the CSS.		
Deve	lopment	None identified		
Depe	ndencies			
Imple	ementation	None identified		
Risks				
Desig	n Constraints	Should the infor	mation be required to be confider	ntial access will need to be
		granted to spec	ific Users	
Desig	gn	• It is assume	d the transportation charges are s	till required
Assur	mptions	• It is assume	d the information needs to remain	commercially confidential
		• It is assume	d no system changes to implemen	t this change however some
			be decommissioned based on the	•
Testir	ng	None identified		
Consi	iderations			
Traini	ing	None identified		
Consi	iderations			
Cost i	implications	None identified		

Process Timeline:



3.3 Opening Meter Read

Title	Opening Meter Read
Issue description	UNC differentiates between the Classes and the requirements of the Opening
	Meter Read performance. The requirements are different based on the
	different Classes.
	Class 1 Supply Meter Points:
	Responsibility for obtaining Class 1 Opening Reads resides with the
	Transporter. The UNC reference 5.13.4:
	(a) where the Supply Meter Point is or (following the Supply Point
	Confirmation) will be in Class 1 or Class 2, 16:00 hours on the 5th Day after the
	Supply Point Registration Date;
	Class 2 Supply Meter Points:
	Responsibility for obtaining Class 2 Opening Reads resides with Shipper Users.
	The UNC reference 5.13.4:
	(a) where the Supply Meter Point is or (following the Supply Point
	Confirmation) will be in Class 1 or Class 2, 16:00 hours on the 5th Day after the
	Supply Point Registration Date;
	Class 3 Supply Meter Points:
	Responsibility for obtaining Class 3 Opening Reads resides with Shipper Users.
	The UNC reference 5.13.4:
	(b) except as provided in paragraph (a), 16:00 hours on the 10th Business Day
	after the Supply Point Registration Date.
	Class 4 Supply Meter Points:
	Responsibility for obtaining Class 4 Opening Reads resides with Shipper Users.
	The UNC reference 5.13.4:
	(b) except as provided in paragraph (a), 16:00 hours on the 10th Business Day
	after the Supply Point Registration Date.
	During a Switch Event for Class 2, 3 and 4 the incoming Shipper is obliged
	under UNC to provide an opening read to the CDSP. The incoming Shipper
	needs to validate the opening read they have obtained, whether it is an actual
	or an estimate, based on the last read and the last reading date on UK Link.
	This is not considered within the CSS therefore an alternate means of
	obtaining this read needs to be considered.
	obtaining this read fleeds to be considered.
	If modification 0647 is approved Class 1 sites will come into scope of this
	change.
	Change.
Impacted Parties	Shipper Users Shi
•	□ DNs
	□ iGTs
	□ NTS
	☐ Other - Please specify
Current Process	During a change of Supplier the latest meter reading and the read date is
Carrent Process	provided to the Incoming Shipper within the S15 (TRANSFER_OF_OWNERSHIP)
	biorided to the incoming suibber mitimi the 212 (HVAIIS) FIT OI OMINEUSHIE)



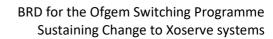
on the Heat Level UNC I	cted process e Xoserve Map of change References ess Process el Diagram	submitting the r			
_	irements iption	There is	a requirement for the incoming SI d read date on UK Link to validate	• •	
			Solution options		
No	Desc	ription	Impacts (including UNC	Considerations	
1	whereby Ship between ea	s established pers send flows ch other of the nd read date	reference) No impact on core system All based on relationships between Shippers and having a means to communicate	 How to communicate between Shipper organisations Timeliness of information provided 	
2	outside of th within a new	ion is requested ne switch event record and UNC es extended	New records, system impacts on Xoserve and Shippers Change to UNC	Content of new record Timeliness of the information	
times	ementation scales	☐ Can be imple ☑ Implementat ☑ Implementat	mented after the CSS implementa ion upon the CSS implementation ion prior to the CSS implementation	date	
	lopment	None identified			
	ndencies ementation	None identified			
	n Constraints				
Desig Assur	n nptions	 It is assumed the last read are still required as soon as possible after a switch to allow the opening read to be submitted within the specified time (as set out by UNC) 			
	derations	None identified			
	derations	None identified			
Cost i	mplications	System develop	ments		

Process Timeline:



3.4 Gemini Updates

Title		Gemini Updates					
Issue	description	Updates to Gem	nini currently occur at D-2 Business	s Days.			
	·	l .	Vith next day, and calendar day operations, the Gemini updates on current				
		•	mescales i.e. D-2 Business Days will not include Shipper portfolio changes as a				
			esult of switch events that occur after D-2 Business Days. Therefore gas				
			ominations and allocations will not be based upon the live Shipper portfolio.				
Imnac	ted Parties			m the live simpper portions.			
ппрас	teu raities		5				
		□ DNs					
		☐ iGTs					
		1	ers of the Gemini system)				
		☐ Other - Pleas	se specify				
Curre	nt Process						
Impac	cted process						
on the	e Xoserve						
Heat I	Мар						
Level	of change	High / medium ,	/ low				
UNC F	References	Where applicab	le				
Busin	ess Process	Embedded proc	ess model				
Mode	l Diagram						
Requi	rements	For Gemini	to be updated with SOQ and SHQ	values prior to a switch			
Descr	iption	occurring					
			Solution options				
No	Desc	ription	Impacts (including UNC	Considerations			
			reference)				
1	Up front act	rivity prior to a	No impact on core systems	The Shipper and			
1		civity prior to a t whereby the		The Shipper and Supplier will need to			
1	switch even		No impact on core systems				
1	switch even Shipper	t whereby the	No impact on core systems All based on relationships	Supplier will need to			
1	switch even Shipper notifications	t whereby the sends the	No impact on core systems All based on relationships between Shippers and having a	Supplier will need to communicate to			
1	switch even Shipper notifications	t whereby the sends the to UK Link prior	No impact on core systems All based on relationships between Shippers and having a	Supplier will need to communicate to ensure the relevant file flows are submitted			
2	switch even Shipper notifications to the	t whereby the sends the to UK Link prior	No impact on core systems All based on relationships between Shippers and having a	Supplier will need to communicate to ensure the relevant file			
	switch even Shipper notifications to the	t whereby the sends the to UK Link prior e switch	No impact on core systems All based on relationships between Shippers and having a means to communicate	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch			
	switch even Shipper notifications to the Do n	t whereby the sends the to UK Link prior e switch	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini			
2	switch even Shipper notifications to the Do n	t whereby the sends the to UK Link prior e switch	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch Allocations in Gemini will be inaccurate Inaccurate values in			
2	switch even Shipper notifications to the Do n	t whereby the sends the to UK Link prior e switch oothing	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect			
2	switch even Shipper notifications to the Do n	t whereby the sends the to UK Link prior e switch oothing	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch Allocations in Gemini will be inaccurate Inaccurate values in			
2	switch even Shipper notifications to the Do n	t whereby the sends the to UK Link prior e switch oothing	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect			
2	switch even Shipper notifications to the Do n Default value	t whereby the sends the to UK Link prior e switch oothing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect			
3	switch even Shipper notifications to the Do n Default value Ge	t whereby the sends the to UK Link prior e switch nothing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect			
3	switch even Shipper notifications to the Do n Default value Ge	t whereby the sends the to UK Link prior e switch othing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations			
3	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation	t whereby the sends the to UK Link prior e switch sothing es to be sent to emini requency of to Gemini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations			
2 3	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation	t whereby the sends the to UK Link prior e switch othing es to be sent to emini requency of to Gemini Can be imple March Can be imple March Can be imple March March Can be imple March Can be imple March March Can be imple Can be imple March Can be imple Can be imple March Can be imple Can be impl	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation tion upon the CSS implementation	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations			
2 3 Imple times	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation cales	t whereby the sends the to UK Link prior e switch sothing es to be sent to emini requency of to Gemini Can be imple Implementat Implementat	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation tion prior to the CSS implementation	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations			
2 3 Imple times	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation cales	t whereby the sends the to UK Link prior e switch sothing es to be sent to emini requency of to Gemini Can be imple Implementat Any system imp	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation tion prior to the CSS implementation acts on Gemini need to be taken in	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations tion date date on date			
2 3 Imple times	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation cales	t whereby the sends the to UK Link prior e switch othing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation cion prior to the CSS implementation cion prior to the CSS implementation cion con Gemini need to be taken in the for example resource, testing env	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations tion date date on date into account with the Gemini vironments.			
2 3 Imple times	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation cales	t whereby the sends the to UK Link prior e switch othing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation cion prior to the CSS implementation acts on Gemini need to be taken in the for example resource, testing entiner-platforming within the Busine	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch • Allocations in Gemini will be inaccurate • Inaccurate values in Gemini, incorrect allocations tion date date on date into account with the Gemini vironments.			
2 3 Imple times	switch even Shipper notifications to the Do n Default value Ge Increase f updates mentation cales	t whereby the sends the to UK Link prior e switch so thing es to be sent to emini	No impact on core systems All based on relationships between Shippers and having a means to communicate Flows to Gemini will be after the switch event Default values may be inaccurate however reduces requirement for additional communications and upfront activity emented after the CSS implementation cion prior to the CSS implementation acts on Gemini need to be taken in the for example resource, testing entiner-platforming within the Busine	Supplier will need to communicate to ensure the relevant file flows are submitted prior to the switch Allocations in Gemini will be inaccurate Inaccurate values in Gemini, incorrect allocations Attion date date on date ento account with the Gemini vironments. Ess Plan – can this change be			





Risks	
Design Constraints	Any associated constraints
Design	All assumptions
Assumptions	
Testing	
Considerations	
Training	
Considerations	
Cost implications	

Process Timeline:





3.5 Shipper Registration event

Title		Shipper Registra	ation event				
	description		Shipper event mandatory settlement data information is				
10000	ucceription.	submitted to the CDSP in the UK Link file formats, this is to establish the					
		settlement parameters for the Supply Point e.g. Supply Point Class, SHQ, SOQ					
		etc. The Change of Shipper files currently include the Supply Meter Point					
		Class, System Offtake Quantity (SOQ) and Supply Hourly Quantity (SHQ), the					
		-	meter read frequency.				
		These data items are required to complete a change of supplier event on the					
		CSS and so are r	not present in the registration / sw	itch request from the			
		Supplier. Howe	ver, the Shipper still needs to provi	de the settlement			
		parameters for	the Supply Point. It is expected the	se settlement parameters			
		•	D, where not provided by D there				
		_	ent parameters would be used. Ho	_			
			iteria may not be how the Supplie				
		_	vith the customer and supplier age				
			data items are billing attributes a	nd therefore this has impacts			
Immo	stad Darties		processes and invoicing.				
impa	cted Parties	☑ Shipper User☑ DNs					
		☐ iGTs					
		□ NTS					
6	t D	Other - Pleas		No. and to Vaccine			
Curre	ent Process	LSP: Within the nomination files these data items are sent to Xoserve.					
		SSP: Within the S42 (SSP_CONFRMATON) record the data items are submitted including market sector code, Supplier Organisation Id, Supply Meter Point					
		Class, meter read batch frequency.					
Impa	cted process	Class) Meter rea	ac batem medaciley.				
_	e Xoserve						
Heat	Мар						
Level	of change	High					
UNCI	References	Where applicab	le				
Busin	ess Process	Embedded proc	ess model				
Mode	el Diagram						
_	irements	Requirements of	f the change				
Descr	ription						
	1 -	• .•	Solution options				
No	Desc	ription	Impacts (including UNC reference)	Considerations			
1	Introducti	on of a 'Shell	This creates a new record for	Timing – this will need			
	record' tha	t contains the	submission from Shippers to UK	to be submitted [x]			
	information	required for UK	Link therefore impacts both	hours prior to gate			
		mission to UK	Shipper systems and UK Link	closure			
	•	gate closure on		 Information needs to 			
	the switch	n event date		be available to the			
				incoming Shipper			
2		ata items to not	Required mandatory data items	Required data will not			
	be mandato	ry, determines	will not be provided	be available and will			



	default valu	ues, incoming		impact on downstream
		l provide data		processes
		ey feel are		
	mandatory			
3	Default to the data items		For consideration as a solution	•
	from the pro	evious Shipper	option and also a default	
	•		position where a 'shell record'	
			is not submitted	
4	Default to Cla	ss 4 and default	For consideration as a solution	Default values for the
	values SOQ,	SHQ and MRF	option and also a default	SOQ and SHQ
	for all Supply	y Meter points	position where a 'shell record'	Locks Shippers out of
			is not submitted	benefits of other
				Classes
Imple	mentation	☐ Can be imple	mented after the CSS implementa	
times		☐ Implementation upon the CSS implementation date		
		· ·	ion prior to the CSS implementation	
Dovol	opment	Dependencies of		on date
	ndencies	Dependencies of	in this change	
	mentation	Any associated i	ricks	
Risks	inentation	Ally associated i	15.65	
	n Constraints	Any associated o	constraints	
Desig		All assumptions		
_	nptions	7 til dasamperons		
Testir	•			
	derations			
Traini	ing			
	derations			
Cost i	mplications			
	Therefore			

Process Timeline:



3.6 Supplier / Shipper Relationship Table – Level 1 change

Title	Supplier / Shipper Relationship Table	
Issue description	There is a requirement for a Shipper and Supplier (and possibly Transporter)	
	relationship table to be maintained that will facilitate the appointing and de-	
	appointing of Shipper Users. The table needs to take into account which	
	Supplier can ship through which Shipper to ensure the accurate arrangements	
	are maintained. This table will be maintained within UK Link and will require	
	validations to be completed against it. Additionally a process needs to be	
	established to allow for management of the table and ease to change the	
	relationships as and when required.	
	Non-domestic Supplier cannot obtain a domestic site – cannot be a simplistic	
	table, needs to include relationships.	
Impacted Parties	Shipper Users	
	□ DNs	
	□ iGTs	
	□ NTS	
	☐ Other - Please specify	
Level 3 impacts	⊠ Yes	
identified	□ No	
	If yes a full template needs to be considered	
Additional	Where applicable	
information		



3.7 Capacity Referral

Title		Capacity Referral	, ,		
Issue	description	Capacity referrals are required upon a confirmation whereby the Distribution			
		Networks and iGTs need to assess whether the system is capable of supplying			
		the proposed SOQ and SHQ for the Supply Meter Point. The timelines in which			
		capacity referrals are completed does no	ot align to faster switching. The		
		capacity referral will need to be completed prior to the switch request to the			
		CSS.			
Impac	ted Parties	Shipper Users ✓			
put	ica i ai ties	⊠ DNs			
		⊠ iGTs			
		□ NTS			
		☐ Other - Please specify			
Curre	nt Process	Where a referral notice is given the Distr	ibution Networks and iGTs currently		
		have an obligation to respond within 12	business days to not less than 97% of		
		the referred nomination requests per cal	endar month.		
Impac	ted process				
on the	e Xoserve				
Heat I	Мар				
Level	of change	High / medium / low			
UNC F	References	TPDG4.1			
Busin	ess Process	Embedded process model			
Mode	l Diagram				
		To ensure a process is set up to allow for capacity referrals prior to a			
Requirements Description		switch			
Descr	IDTION	switch			
Descr	iption				
		Solution options	UNC Considerations		
No		Solution options ription Impacts (including	UNC Considerations		
No	Desc	Solution options ription Impacts (including reference)	UNC Considerations		
	Desc Completion	ription Impacts (including reference) of the capacity	UNC Considerations		
No	Desc Completion referral prio	Solution options ription Impacts (including reference) of the capacity r to the switch	UNC Considerations		
No 1	Desc Completion referral prio	ription Impacts (including reference) of the capacity	UNC Considerations		
No 1 2	Desc Completion referral prio	Solution options ription Impacts (including reference) of the capacity r to the switch	UNC Considerations		
No 1 2 3	Desc Completion referral prio	Solution options ription Impacts (including reference) of the capacity r to the switch	UNC Considerations		
No 1 2 3 4	Completion referral prio	Solution options ription Impacts (including reference) of the capacity r to the switch quest			
No 1 2 3 4 Imple	Completion referral prio rec	Solution options ription Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im	plementation date		
No 1 2 3 4	Completion referral prio rec	Solution options ription Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem	plementation date nentation date		
No 1 2 3 4 Imple times	Completion referral prio recommentation cales	Solution options Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem	plementation date nentation date		
No 1 2 3 4 Imple times	Completion referral prio recommentation cales	Solution options ription Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper	Completion referral prio recommentation cales	Solution options Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change	plementation date nentation date		
No 1 2 3 4 Imple times Devel Depen	Completion referral prio recommentation cales	Solution options Impacts (including reference) of the capacity r to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks	Completion referral prio recommentation cales opment ndencies mentation	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Desig	Completion referral prio recommentation cales opment indencies mentation constraints	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks	Completion referral prio recommentation cales opment indencies mentation constraints	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Desig	Completion referral prio recommentation cales opment indencies mentation constraints	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Desig	Completion referral prio recommentation cales mentation mentation cales mentation mentation constraints no prions	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Desig Desig Assun Testin	Completion referral prio recommentation cales mentation mentation cales mentation mentation constraints no prions	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Desig Desig Assun Testin	Completion referral prio red mentation cales opment ndencies mentation n Constraints no nptions	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		
No 1 2 3 4 Imple times Devel Deper Imple Risks Design Assun Testin Consider	Completion referral prio red mentation cales opment ndencies mentation n Constraints no nptions	Solution options Impacts (including reference) of the capacity reform to the switch quest Can be implemented after the CSS im Implementation upon the CSS implem Implementation prior to the CSS implem Dependencies on this change Any associated risks Any associated constraints	plementation date nentation date		



Cost implications





3.8 Supplier or Shipper Change

Title		Supplier or Ship	per Change		
Issue	description	The management of an event where the Supplier changes Shipper needs to be			
	•	considered. In this scenario the customer does not switch and the Supplier			
		remains the same, but the Supplier updates the CSS with their new Shipper			
		details.			
		Alternatively, co	onsideration needs to be given to th	ne scenario where the	
		• •	e same but the Supplier switches.		
			are classified as a switch within the	e CSS. The details will need	
		to be updated w			
		This may be con	sidered alongside topic area 3.6 - S	upplier / Shipper	
		•	ole, which is a level 1 change	- Pre-	
Impa	cted Parties	Shipper User			
		☐ iGTs			
		□ NTS			
		Other - Pleas	e specify		
	nt Process				
•	cted process				
	e Xoserve				
Heat	•				
	of change	High / medium / low			
	References	Where applicable			
	ess Process	Embedded process model			
	el Diagram				
-	irements	Requirements of	f the change		
Descr	iption				
			Solution options		
No	Desc	ription	Impacts (including UNC	Considerations	
			reference)		
1					
2					
3					
4					
•	mentation		mented after the CSS implementat		
times	cales	\square Implementation upon the CSS implementation date			
		☐ Implementation prior to the CSS implementation date			
Deve	opment	Dependencies on this change			
Depe	ndencies	,			
Imple	mentation	Any associated risks			
Risks					
Desig	n Constraints	Any associated o	constraints		
Desig	n	All assumptions			
_	nptions	•			
Testi	ng				
	derations				
	ing				



Considerations	
Cost implications	





3.9 Map Identity – Level 1 change

Title	Map Identity
Issue description	The recording of the MAP identity against the Supply Meter point. There is a CSS requirement for UK Link to provide the MAP ID to a RMP to the CSS. Therefore UK Link is required to hold the MAP ID for the Supply Meter Point.
	This is essential to be Live prior to 'go-live' for the CSS, this will include a data migration activity.
Impacted Parties	
Impacted Parties	⊠ Shipper Users
	□ DNs
	□ iGTs
	□ NTS
	☐ Other - Please specify
Level 3 impacts	⊠ Yes
identified	□ No
	If yes a full template needs to be considered
Additional	Where applicable
information	



3.10 Emergency Contact Details

Title		Emergency Cont	tact Details		
Issue description		Emergency Contact Details On large supply points Emergency contact details are mandatory however this			
15540 46561 [416]		is not considered within CSS therefore the details need to be updated outside			
		·			
		of the switch. Emergency contact details are submitted by a Shipper and			
Imama	atad Dartics	notified to the Distribution Networks and iGTs.			
impa	cted Parties	Shipper Users Shi	S		
		□ DNs			
		⊠ iGTs			
		☐ NTS			
		☐ Other - Pleas	e specify		
Curre	nt Process	Upon submissio	n of the S38 (LSP CONFIRMATION)	record a Shipper will	
		indicate that a s	ite is manned 24 hours for the pur	poses of an emergency. The	
		details can be up	pdated through the S66 (CONTACT	DETAILS) record.	
UNC	References	Where applicabl	le		
Impa	cted process				
on th	e Xoserve				
Heat	Мар				
Level	of change	High / medium /	low .		
Busin	ess Process	Embedded proce	ess model		
Mode	el Diagram				
Requi	irements	To ensure en	mergency contact details are subm	nitted to UK Link	
Descr	ription				
			Solution options		
No	Desc	ription	Impacts (including UNC	Considerations	
			reference)		
1		nt process and	reference) Minimal impacts as current	Needs to be taken into	
1	Retain curre	nt process and activity outside	<u> </u>	Needs to be taken into consideration within	
1	Retain curre complete the		Minimal impacts as current		
1 2	Retain curre complete the of a	activity outside	Minimal impacts as current	consideration within	
	Retain curre complete the of a Include eme	activity outside switch	Minimal impacts as current process is retained	consideration within the timeframes	
	Retain curre complete the of a Include eme details wit	activity outside switch rgency contact	Minimal impacts as current process is retained One record can be introduced	consideration within the timeframes	
	Retain curre complete the of a Include eme details wit	activity outside switch rgency contact hin the 'shell	Minimal impacts as current process is retained One record can be introduced to support mandatory data	consideration within the timeframes	
	Retain curre complete the of a Include eme details wit	activity outside switch rgency contact hin the 'shell	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK	consideration within the timeframes	
2	Retain curre complete the of a Include eme details wit	activity outside switch rgency contact hin the 'shell	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK	consideration within the timeframes	
3 4	Retain curre complete the of a Include eme details wit	activity outside switch rgency contact hin the 'shell introduced	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch	consideration within the timeframes New file flow	
3 4	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementa	consideration within the timeframes New file flow	
2 3 4 Imple	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation	consideration within the timeframes New file flow tion date date	
2 3 4 Imple times	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat Implementat	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation	consideration within the timeframes New file flow tion date date	
2 3 4 Imple times	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation	consideration within the timeframes New file flow tion date date	
2 3 4 Imple times Devel	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat Implementat Dependencies of	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation this change	consideration within the timeframes New file flow tion date date	
3 4 Imple times Devel Depe	Retain curre complete the of a Include eme details wit record' if	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat Implementat	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation this change	consideration within the timeframes New file flow tion date date	
2 3 4 Imple times Devel Depe Imple Risks	Retain curre complete the of a Include eme details wit record' if ementation scales	activity outside switch rgency contact hin the 'shell introduced Can be imple Implementat Implementat Dependencies of Any associated in switch switch in the contact of the contact o	Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation ion prior to the CSS implementation this change	consideration within the timeframes New file flow tion date date	
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Considerations	
Cost implications	





3.11 CSS Switch Cancellations

Title		CSS Switch Cancella	ations		
Issue	description	Consideration for the ability to cancel a switch event. If information has been			
		shared with UK Link and a switch is cancelled the information will need to be			
		retracted. Switches can be cancelled up until 17:00 on the day prior to the			
		switch becoming effective. Consideration needs to be given to any matters			
		that may arise from the short notice of a cancellation event. Consideration also			
		needs to be factored in how Shippers are notified of the cancellation.			
		This topic area will link to impacts to Gemini that have already occurred prior			
		to the cancellation.	·	are an easy coosines prior	
Impacted Parties		Shipper Users Shi			
impa	cted i di ties	□ Shipper Osers □ DNs □ DNs			
		⊠ iGTs			
		□ NTS			
		Other - Please s	pecify		
	nt Process				
-	cted process				
	e Xoserve				
Heat	•				
	of change	High / medium / lo	W		
	References	Where applicable			
	ess Process	Embedded process	model		
Mode	l Diagram				
Requirements		Requirements of the change			
Kequi	rements	Requirements of the	e chunge		
-	iption	Requirements of the	e change		
-		Requirements of the	Solution options		
-	iption	ription	Solution options Impacts (including UNC	Considerations	
Descr	iption		Solution options	Considerations	
No 1	iption		Solution options Impacts (including UNC	Considerations	
No 1 2	iption		Solution options Impacts (including UNC	Considerations	
No 1	iption		Solution options Impacts (including UNC	Considerations	
No 1 2 3 4	iption Desc		Solution options Impacts (including UNC	Considerations	
No 1 2 3 4 Imple	Desc	ription	Solution options Impacts (including UNC		
No 1 2 3 4	Desc	ription Can be impleme	Solution options Impacts (including UNC reference)	on date	
No 1 2 3 4 Imple	Desc	ription Can be impleme Implementation	Solution options Impacts (including UNC reference) ented after the CSS implementation	on date late	
No 1 2 3 4 Imple times	Desc	ription Can be impleme Implementation	Solution options Impacts (including UNC reference) ented after the CSS implementation do prior to the CSS implementation	on date late	
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No 1 2 3 4 Imple times Devel	mentation cales	ription Can be impleme Implementation Implementation	Ented after the CSS implementation dupon the CSS implementation dupon to the CSS implementation dupon the CSS implementation dupon the CSS implementation dupon to the CSS implementation dupon du	on date late	
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3.12 Vulnerable Customers

Title		Vulnerable Cust	omers			
Issue	description	Details for vulnerable customers are mandatory however this is not considered				
		within CSS therefore the details need to be updated outside of the switch.				
		Vulnerable customer details are submitted by a Supplier through their Shipper				
			he Distribution Networks and iGTs.			
Impa	ted Parties	Shipper User:	S			
		□ Shipper oser: □ DNs	5			
		☐ iGTs (TBC)				
		□ NTS				
		Other - Pleas				
Curre	nt Process		omer need codes are submitted wit	•		
		CONSUMER) red	cord and the S84 (PRIOIRTY SERVICE	ES) record. These are then		
		notified to the D	Distribution Networks and iGTs.			
Impa	cted process					
on the	e Xoserve					
Heat	Мар					
Level	of change	High / medium /	low			
	References	Where applicable	le			
Busin	ess Process	Embedded proce				
	l Diagram					
	rements	To ensure vi	ulnerable customer details are subr	mitted to LIK Link		
•	iption	To ensure vulnerable customer details are submitted to UK Link				
			Solution options			
Nο	Desc	rintion	Impacts (including UNC	Considerations		
No	Desc	ription	Impacts (including UNC reference)	Considerations		
		•	reference)			
No 1	Retain curre	nt process and	reference) Minimal impacts as current	Needs to be taken into		
	Retain curre complete the	nt process and activity outside	reference)	Needs to be taken into consideration within the		
1	Retain curre complete the of a	nt process and activity outside switch	reference) Minimal impacts as current process is retained	Needs to be taken into consideration within the timeframes		
	Retain curre complete the of a Include vulne	nt process and activity outside switch rable customer	reference) Minimal impacts as current process is retained One record can be introduced	Needs to be taken into consideration within the		
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2 3 4	Retain curre complete the of a Include vulne details wit record' if	nt process and activity outside switch rable customer hin the 'shell introduced	reference) Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation of	Needs to be taken into consideration within the timeframes New file flow ion date		
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1 2 3 4 Imple times Devel Deper Imple Risks Desig Desig Assur	Retain curre complete the of a Include vulne details wit record' if mentation cales opment endencies ementation constraints enoptions	nt process and activity outside switch rable customer hin the 'shell introduced Can be imple Implementat Implementat Dependencies of Any associated of Any associated of Any associated of the activity of th	reference) Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation prior to the CSS implementation this change	Needs to be taken into consideration within the timeframes New file flow ion date		
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3 4 Imple times Devel Depel Imple Risks Desig Assurt Testir	Retain curre complete the of a Include vulne details wit record' if mentation cales opment ndencies mentation n Constraints n nptions	nt process and activity outside switch rable customer hin the 'shell introduced Can be imple Implementat Implementat Dependencies of Any associated of Any associated of Any associated of the activity of th	reference) Minimal impacts as current process is retained One record can be introduced to support mandatory data items being submitted to UK Link for a switch mented after the CSS implementation upon the CSS implementation prior to the CSS implementation this change	Needs to be taken into consideration within the timeframes New file flow ion date		



Considerations	
Cost implications	





3.13 Market sector code decommissioning – Level 2 Change

Title	Market sector code decommissioning					
Issue description	Distribution Networks and Shippers will need to be sent the Market Sector					
	Code which will now be dealt with by the CSS. The Supplier will provide the					
	market sector code to the CSS and this information will flow to UK Link. A					
	mechanism for notifying the Distribution Networks, iGTs and Shippers needs to					
	be established so the data can be sent.					
Impacted Parties	Shipper Users					
	⊠ DNs					
	⊠ iGTs					
	□ NTS					
	☐ Other - Please specify					
Level 3 impacts	□ Yes					
identified	□ No					
	If yes a full template needs to be considered					
Additional	Where applicable					
information						



3.14 Delayed synchronisations – Level 1 or 2 change

Title	Delayed synchronisations					
Issue description	Description of the issue					
Impacted Parties	☐ Shipper Users					
	□ DNs					
	□ iGTs					
	□ NTS					
	☐ Other - Please specify					
Level 3 impacts	□ Yes					
identified	□ No					
	If yes a full template needs to be considered					
Additional	Where applicable					
information						





3.15 DES Data – Level 1 or 2 change

Title	DES Data					
Issue description	Description of the issue					
Impacted Parties	☐ Shipper Users					
	□ DNs					
	□ iGTs					
	□ NTS					
	☐ Other - Please specify					
Level 3 impacts	□ Yes					
identified	□ No					
	If yes a full template needs to be considered					
Additional	Where applicable					
information						





4.0 Non –Functional Business Requirements

[To be inserted]





5.0 Appendices

Excel spreadsheet of all level 1, level 2 and level 3 changes





6. Defined Terms and Glossary

Term / Acronym	Definition			
SHQ	Supply Hourly Quantity			
SOQ	System Offtake Quantity (daily offtake)			
Switch Event	Upon first registration			
	A change of Supplier / Shipper as set out by the CSS			





7. Document Control

7.1 Version History

Version	Status	Date	Author (s)	Summary of Changes
0.1	Initial Draft	06/12/17	Xoserve	OSP Sustaining Change to Xoserve
				Systems BRD creation
0.2	Draft	19/01/18	Xoserve	Updates following meeting on 15 th
				December





