

GAS POINT REGISTRATION OPERATOR (GPRO)



INTERIM CHANGE OF SUPPLIER BY SHIPPER PROCESS (COS) Pre-DCOP

Market 2002
Operational from October 2002

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1 PURPOSE

- 1.1 This paper outlines how transportation enquiries for all eligible End Users will be facilitated prior to the implementation of a proposed Distribution Code of Operations (DCOP). In the event of any doubt or discrepancy between this paper and the Transmission Code of Operation (TCOP) or the Standard Transportation Agreement (STA), then the TCOP and STA shall prevail.
- 1.2 This paper outlines the suggested procedures for an Interim Change of Supplier¹ by Shipper² process to facilitate market opening in accordance with the Gas (Interim) (Regulation) Act, 2002.
- 1.3 In order to further facilitate the proposed liberalisation of the natural gas supply market, it is proposed to establish a Gas Point Registration Operator (GPRO). The immediate requirement of the GPRO in the context of an Interim Change of Supplier by Shipper process are set out in this document.

¹ Supplier – A person holding or with reasonable expectation to apply for a natural gas licence consistent with natural gas supply. Supply being defined here as the delivery or sale of natural gas to an End User. This person may or may not have the necessary contracts in place with the Transporter to ship natural gas.

² Shipper – Any person having or with reasonable expectation to have an entitlement by way of a contract with the Transporter to ship natural gas through the Bord Gáis system or any part thereof for offtake at an Exit Point. This activity requires a natural gas licence under the Gas (Interim) (Regulation) Act, 2002 and an STA with the Transporter in order to ship through the BGÉ system.

2 INTRODUCTION

- 2.1 All End Users with an annual consumption in excess of 2 million standard cubic metres (mscm) of gas at a single Daily Metered (DM) gas point (a 'Gas Point') can avail of Third Party Access (TPA) to the natural gas network. The same facility is available to any Gas-Fired Power Generator regardless of consumption.
- 2.2 This paper outlines the Change of Supplier by Shipper (COS) process for all TPA eligible End Users prior to the implementation of a proposed interim Distribution Code of Operations (DCOP). These procedures will continue to be applicable for Standard Transportation Agreements (STAs) signed with Bord Gáis Transmission after the introduction of the DCOP.
- 2.3 Where a Shipper is not undertaking the role of Supplier to the End User and is instead solely providing shipping services to an appropriate third party (who may be a Supplier), the Shipper must ensure that the necessary contractual arrangements are in place to ensure all their obligations under the TCOP and STA will be met.
- 2.4 The procedures are described in section 5 and a flowchart of the process is presented for clarity in Appendix 1.

3 SHIPPER LICENCE REQUIREMENT

- 3.1 Shippers must apply to the Commission for Energy Regulation (CER) for a Natural Gas licence. A list of licensed Shippers/Suppliers will be made available by the CER on their website. An End User may act as their own Shipper provided they have a licence.

4 ELIGIBLE CUSTOMERS

Identification of Eligible Customers (End Users)

- 4.1 A register of eligible customers will be established, in accordance with the rules of eligibility. It is proposed that this register will be maintained by the GPRO in accordance with the eligibility rules approved by the CER. These eligibility rules were published by the CER on their web site on the 24th July 2002³.
- 4.2 The CER intends to allow appropriate parties (as determined by the CER) access to a list of eligible customers, which have indicated they wish to have their details made available.

Historical Consumption Information

- 4.3 A Shipper may require information relating to the customer's historical consumption of gas to assist in the pricing of gas shipping contracts. Eligible End Users or a Shipper/Supplier with written End User authorisation may apply to the GPRO for relevant historical consumption data.
 - Historical data will be provided for a minimum of one year
 - Daily Metered (DM) readings will be provided where available

Capacity Information

- 4.4 An agreed level of capacity booking between the Transporter and the Shipper needs to be achieved. Please refer to the "Interim TPA Arrangements for Newly Eligible Customers: Part Paper" for detail. In the event of a dispute the CER will make a determination.

³ [Eligibility Criteria](#)

5 CHANGE OF SUPPLIER BY SHIPPER PROCESS

Effective Date

- 5.1 The effective date of a change of Shipper will be the first day of a calendar month.

Transportation Service Enquiry

- 5.2 A Shipper will submit a Transportation Service Enquiry to the GPRO on behalf of the new Supplier with the signed consent of the relevant End User, to discuss the terms of an STA. The enquiry will contain the following information: -
- The End Users name and address
 - The Gas Point Registration Number (GPRN)
 - The meter serial number (optional)
 - The (new) Shipper name, address and Shipper ID
 - Supplier name and address (if different from new Shipper)
- 5.3 The Shipper and Supplier IDs are unique reference numbers allocated to each Shipper and each Supplier by the GPRO.
- 5.4 The GPRO will acknowledge the Enquiry and pass the enquiry details to Bord Gáis Transmission or Distribution as appropriate, who will contact the Shipper to initiate the change of Supplier by Shipper process in accordance with the TCOP.

Third Party Supplier

- 5.5 Where the Shipper is not the Supplier to the End User the Shipper will be required under licence conditions to provide the name of the Supplier to the GPRO. The Shipper will also be required to update the GPRO should a change of Supplier occur, which does not involve a change of Shipper. The Supplier will be required under licence conditions to provide end customer information to the Shipper who in turn must provide it to the GPRO.

Discuss terms of Standard Transportation Agreement & Release of Historic Data

- 5.6 Bord Gáis Transmission or Distribution, as appropriate, may arrange a meeting with the potential new Shipper if requested by the Shipper to discuss the terms of a Standard Transportation Agreement (STA) for the End User's Exit Point.
- 5.7 The Exit Point details and its associated Gas Points will be set out in the STA
- 5.8 With the written authorisation of the End User, Bord Gáis Transmission or Distribution, as appropriate, will provide historic consumption data for a minimum of one year for the specific Exit Point to the Shipper in assisting the Supplier.

Agreement on Capacity & Other Parameters

- 5.9 The Shipper is required to complete the details contained in Schedule 1 of the STA. This includes the level of reserved capacity that the Shipper wishes to book and other Exit Point parameters.
- 5.10 The Shipper will also need to agree any other specific contractual arrangements required for the STA.

Signing of STA

- 5.11 By signing the STA the Shipper is agreeing to be bound by the terms of the TCOP and pay the relevant transportation charges. In the case of a site, which at a later date will be subject to the DCOP an appropriately modified STA will be signed with Bord Gáis Distribution.

Registration of STA

- 5.12 Bord Gáis Transmission or Distribution, as appropriate will inform the GPRO of the Shipper's STA registration details prior to the date that the STA becomes effective. Included in the details will be:
- STA start date
 - STA end date
 - Shipper's identity
 - Supplier's identity (if different from Shipper)
 - Gas Point and relevant Exit Point details
 - End User Contact details

Term of the STA

- 5.13 The term of the new STA, at a minimum, will be the remaining period for the relevant exit point on the STA held by the current Shipper subject to the "Interim TPA Arrangements for Newly Eligible Customers: Part Paper"

Training on GTMS

- 5.14 Bord Gáis Transmission will provide training to new Shippers in the use of the Gas Transportation Management System (GTMS) and responsibilities under the TCOP as appropriate.

6 CAPACITY RELINQUISHMENT BY CURRENT SHIPPER

- 6.1 When a change of Shipper occurs as a result of the Change of Supplier by Shipper, the level of capacity relinquishment by the current Shipper in respect of the relevant exit point is to be agreed between the Transporter and the current Shipper. Such capacity may be relinquished by the current Shipper subject to the "Interim TPA Arrangements for Newly Eligible Customers: Part Paper".

See appendix 1 for flowchart of Change of Shipper process for eligible End Users sites requiring a STA.

Change of Supplier by Shipper Process
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Step	Action	How	By	To	Note
1	Submit Gas Transportation Enquiry	Transportation service enquiry form. Including End User consent to discuss terms for a STA.	Shipper on behalf of new Supplier	GPRO	An End User may act as their own Shipper
2	GPRO reply	Acknowledgement of receipt of enquiry	GPRO	Shipper	GPRO records the Shippers/Suppliers interest and passes the details to Bord Gáis Transmission or Distribution as appropriate
3	Release of historic data for End User's Exit Point	Written authorisation of End User required	Bord Gáis Transporter	Shipper or new Supplier	Minimum of one years data provided
4	Discuss terms of STA, if required	Discussions between Shipper and Transmission Transporter or Distribution Transporter, as appropriate	New Shipper and Bord Gáis Transporter		Shipper understands all the responsibilities and commitments they are making
5	Reserved capacity set, operational parameters and financial terms agreed	New Shipper in conjunction with Transmission Transporter or Distribution Transporter, as appropriate	New Shipper and Bord Gáis Transporter		Both Parties agree terms consistent with the TCOP
6	Shipper signs STA, if there is a change of Shipper	Standard Transportation Agreement	New Shipper and Bord Gáis Transporter		In the case of a site later to be subject to the DCOP a modified form of the STA will be signed.
7	Transfer of STA registration details		Bord Gáis Transporter	GPRO	Provides the GPRO with the details to be held on a STA register
8	Register STA		GPRO		

