

CER REF 03/076

GAS POINT REGISTRATION OPERATOR (GPRO)



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

Market 2002/2003

Revision 1.0

Bord Gáis
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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 interim 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, an administrative service has been established by Bord Gáis and is known as the Gas Point Registration Operator (GPRO). The role of the GPRO in the context of an Interim Change of Supplier by Shipper process is 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 0.5 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 the Supplier to the End User and is instead providing shipping services to an appropriately licenced third party, 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. The current eligibility rules are published by the CER and available on their web site³.
- 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 (see form COS1 in appendix 2).
- Historical data will be provided for a minimum of one year
 - Daily Metered (DM) readings will be provided where available
 - Minimum Supply Point Capacity (distribution exit capacity)

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"⁴ paper for details. In the event of a dispute the CER will make a determination.

³ [Eligibility Criteria](#)

⁴ [As published by the CER on their web site](#)

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 (see form COS1 in appendix 2). 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 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 their 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.

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.

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" 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, 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" 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 <i>[Fitting of a Daily Meter will normally take 7 days following the Enquiry']</i>
2	GPRO reply	Acknowledgement of receipt of enquiry	GPRO	Shipper	GPRO records the Shippers/Suppliers interest and passes the details to Bord Gáis Transmission <i>[Reply 1 working day following Enquiry]</i>
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 <i>[Within 5 working Days]</i>
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 <i>[Meeting will be arranged if required, within 5 working days]</i>
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
7	Shipper signs STA	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. <i>[following the signing of the STA, 5 working days are required prior to the effective date, to allow for the configuration of the GTMS and related systems]</i>
8	Transfer of STA registration details		Bord Gáis Transporter	GPRO	Provides the GPRO with the details to be held on a STA register
9	Register STA		GPRO		
Notes	1. If an alteration to the meter installation is required or adequate GSM coverage is not available fitting of the Daily Meter (DM) Equipment will take longer than the 7 days specified. Shippers should contact the GPRO to request a Daily Meter at an early date. This will give priority to the site in the 2003 DM installation programme.				

Change of Shipper Process for all Eligible End Users prior to the implementation of the interim DCOP and for STA's only after the introduction of the interim DCOP

Appendix 1

Customer / End User

End Users consent for Shipper to discuss STA Terms

New Shipper

Submits Transportation Service Enquiry with Customer consent to GPRO

Shipper agrees level of Reserved Capacity and other parameters with Transporter

Shipper signs STA with Bord Gáis Transporter for End User Exit Point

GPRO

Records Enquiry and Acknowledges Receipt

Passes Enquiry Details to Bord Gáis Transmission or Bord Gáis Distribution

GPRO Updates STA Register

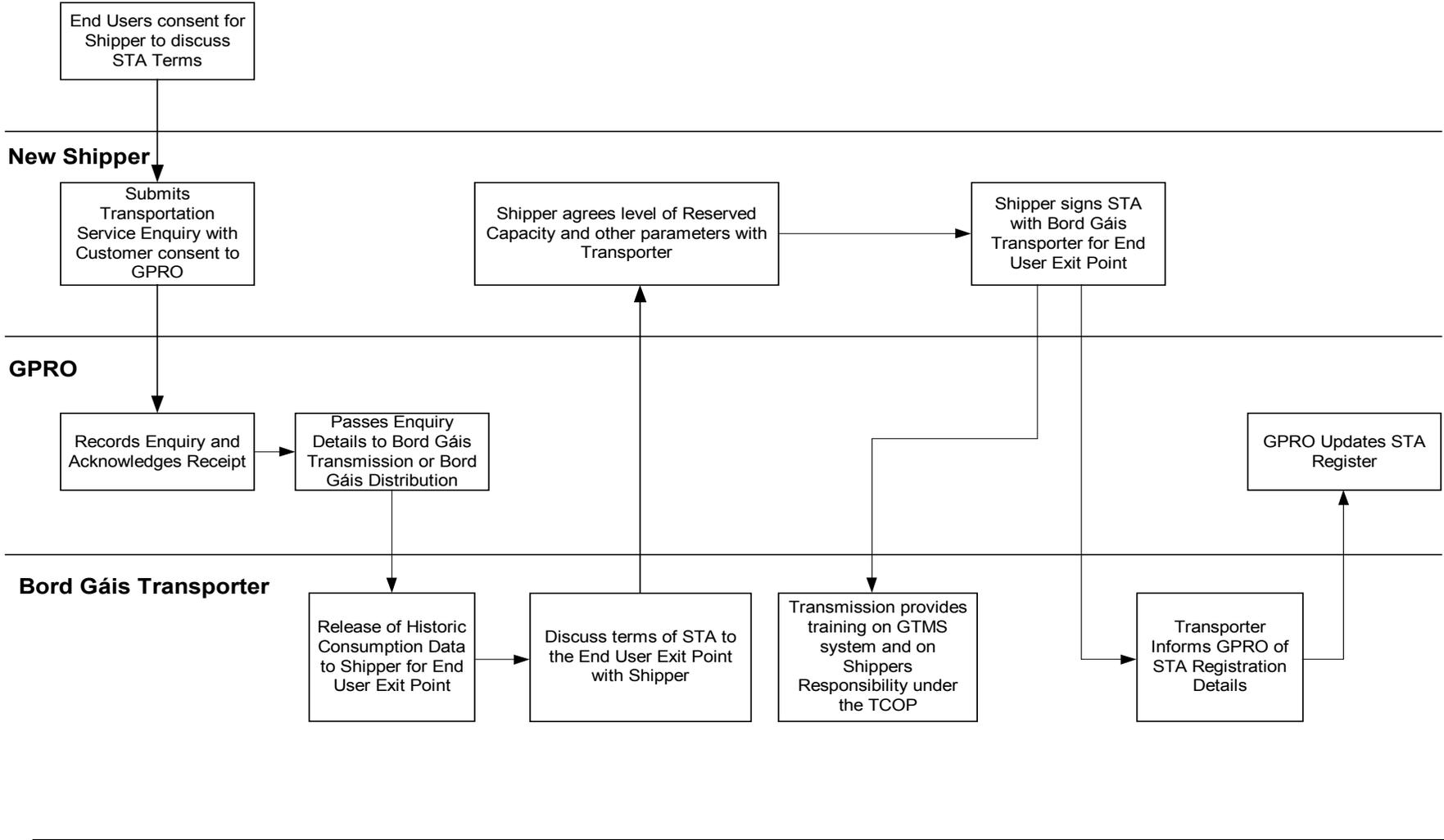
Bord Gáis Transporter

Release of Historic Consumption Data to Shipper for End User Exit Point

Discuss terms of STA to the End User Exit Point with Shipper

Transmission provides training on GTMS system and on Shippers Responsibility under the TCOP

Transporter Informs GPRO of STA Registration Details



TRANSPORTATION SERVICE ENQUIRY / HISTORICAL INFORMATION REQUEST (COS 1)



SECTION 1 APPLICANT DETAILS

APPLICANT ID _____

NAME OF APPLICANT _____

AUTHORISED OFFICER _____

CONTACT PHONE NUMBER _____

APPLICANTS own REF. (Optional) _____

Applying as; Shipper and Supplier Shipper only¹ Supplier only

Enquiry for transportation services? YES / NO Historical consumption information request? YES / NO

SECTION 2 END USER DETAILS

NAME OF END USER _____

ADDRESS OF SITE _____

Gas Point Registration Number (GPRN)	Meter Location	Meter Serial Number ²

SECTION 3 END USER AUTHORISATION

I hereby authorise Bord Gáis to

- (a) offer the party in Section 1 transportation terms in respect of the site detailed in Section 2
(b) provide historical consumption information to the party in Section 1, for the site detailed in Section 2
(delete (a) or (b) above if not required)

Authorising Person _____ Title / Position _____

Contact Address _____

Phone: _____

e-mail: _____

Signature: _____

Date: _____

Return this form to: Bord Gáis GPRO, B2 Arena Road, Sandyford Business Park, Dublin 18
Fax number: 01 6021138, Telephone _____

Notes

1. If you are making an enquiry for a transportation service and have ticked the 'Shipper Only' box, the name and address of the relevant supplier must be submitted with this form.
2. Optional information.