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**Gas Point Register Business Model**

**GMOWG Proposal**

**Version 2.2**  
**20<sup>th</sup> May 2004**

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# **Gas Point Register –Business Model**

Revision           GMOWG Proposal v 2.2  
Date               20<sup>th</sup> May 2004

## **Abstract**

This document sets out the processes relating to Gas Point Register that will underpin the new market arrangements.

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# 1 Overview Of The Gas Point Register Business Model

The extent of gas industry business affected by market opening has been separated into five different business areas:

- Forecasting, Allocation and Reconciliation
- Gas Point Register
- Metering Data Services
- Siteworks
- Transportation

This paper captures a Business Model for the Gas Point Register business area. The draft processes contained in this document are a development of the GMOWG Summary of Proposed Principles and reflect the comments made during the Consultation on the Proposed Principles.

The intention of this paper is to stimulate informed discussion with the industry group in order to further define and agree these processes. Accordingly, BGE Transportation welcomes comments on this paper.

The processes set out in this paper are in draft form only and are intended to prompt discussion rather than present the final position of BGE Transportation. Accordingly, BGE Transportation reserves the right to modify these principles, either as a result of industry consultation, the finalised Licensing and Connections Policy documents or as a result of internal discussion

## 1.1 Market Opening Program Glossary of Terms

In order to avoid any misunderstandings the following terms have been defined:

Term	Interpretation
Adjusted Weighted Degree Days (AWDD)	The WDD value adjusted to take account of all variations in demand (e.g. weekend/weekday). It is calculated by back solving the WDD-Demand relationship. AWDD is used in the apportionment of the total NDM forecast or in the allocation of the total NDM demand among the gas points.
Alteration	Any change made to an existing service pipe and/or associated equipment on a premise.
Annual Consumption	In respect of each Shipper's offtake at an Exit Point, the Shipper's actual offtake for the previous Gas Years or the anticipated offtake by the Shipper for the following Gas Year;
Annual Quantity (AQ) / Annual Load	Estimated Annual Quantity expressed in Kilowatt-hours. Calculated from the Demand for the gas point.
BGT Systems	IT Systems used within Bord Gais Transportation to facilitate transportation and network related activities.
Cancellation Charges	Charges to be made where the Transporter has been unable to carry out work requested due to inaccurate information or non-access.
CER	Commission for Energy Regulation.
Commodity Charge	A charge that is levied on the Shipper based on actual gas throughput. It applies for both the Transmission and Distribution systems.
Connection Costs	A range of standard connection services and associated charges.
CoS	Change of Shipper.
Cyclical read	Cyclical, or systematic, meter reads are system driven and are undertaken by meter readers using electronic data capture terminals to collect reads.
Daily Metered Off-take (DM)	Off-takes deemed to have consumption greater than or equal to 5,550,000 kWh (0.5mscm) per annum but less than 57,500,000 kWh (5mscm) per annum.

Degree Day	A measure of the variation of one day's temperature against a standard reference temperature of 15.5°C.
Development Site	New Housing Development/Local Authority refurbishment where the number of premises is greater than three.
Disconnection of Meter	Removing meter from site.
Domestic Connection	A connection for the supply of gas to a premises with an AQ of [ $< 73,000$ ] kWh.
Domestic Supply Point	Those supply points with Annual Quantity less than [ $73,000$ ] kWh.
Economic Test	The economic viability of connecting End Users to the gas network.
End User	A third party who has entered into an agreement with a Shipper to purchase and/or utilise Natural Gas to be offtaken from the Transportation System.
End User Contribution	The amount payable by the End User for the connection to the gas network following application of an economic test.
Framework Agreement	The document that Shippers are required to sign in order to ship gas under the terms of the Code of Operations
Gas Flow Nominations	The means by which Shippers inform the Transporter of their intended gas flows on a day
Gas Point	A metered point at which gas may be off-taken from the Transportation System for the purposes of supply direct to an End User premises.
GPR	Gas Point Register - the catalogue of gas points and their assignment to shippers.
GPRN	Gas Point Registration Number - each gas point has a unique reference number all communications concerning a gas point should contain this reference number.
GPRO	Gas Point Register Operator
GTMS	Gas Transportation Management System
Industrial and Commercial Supply Point	Those supply points with an Annual Quantity greater than or equal to [ $73,000$ ] kWh.
IUS	Integrated Utility System.
JMS	Job Management System is the sub function of the IUS that process Distribution work order and NDM metering requests.
Large Daily Metered Off-take (LDM)	Off-takes deemed to have consumption greater than or equal to 57,500,000 kWh (5mscm) per annum.
Load Factor	The ratio of the average daily demand (AQ/365) to the Peak Load. The average domestic load factor is used to calculate the Supply Point Capacity for Domestic Supply Points.
NDM	Non Daily Metered
NDM Exit Allocation	An after-the-day figure produced by the Transporter that reflects deemed gas consumption by Shipper for the NDM sector
NDM Exit Capacity	Capacity required to off-take gas from the Transmission system either to an Offtake Zone.
Non Domestic Connection	A connection for the supply of gas to a premises whose primary use of gas will be for industrial or commercial purposes and has an AQ of [ $> 73,000$ ] kWh.
Non Scheduled Meter Read (NDM)	There are three types of Non-Scheduled meter read. These are 1: Opening Meter Read, 2: Closing Meter Read, 3: Special Meter Read. Non Scheduled Meter Reads exclude customer cyclic reads and estimates. Whenever Shipper requests a Non-Scheduled meter read, a charge will be generated for each request. This process will be formalised in the Code of Operations between the Transporter and the Shipper.

Non-daily Metered Off-take	Off-takes with consumption less than 5,550,000 kWh (0.5mscm) per annum, such meters will have their daily off-takes estimated by algorithms.
Offtake Zone(s)	A grouping of all DM and NDM offtakes from the Transportation system for the purposes of Nominations, Allocations, Balancing and Exit Capacity bookings
Peak Day	The design condition under which total gas demand is at a maximum. The Irish transmission system is designed to meet a 2% or '1 in 50' requirement. The peak day's demand has a 2% probability of occurring and, as such, would be expected to be exceeded only once in 50 years.
Peak Load	The estimate of demand at a gas point on the Peak Day. Calculated from the WDD-Demand relationship for the gas point applying the degree-day value corresponding to the design peak condition.
Premise Point	A discrete residence or place of business that may or may not have a gas installation.
Premises	The identified location to which gas off taken at a Supply Point may be supplied.
Scaling Factor	A factor, typically close to 1, which is applied to the Bottom Up estimates so that in total they match the Top Down total forecast (before or during the day), and the Top Down Actual NDM demand (after the day). The Scaling Factor is the ratio of the total Top Down forecast (or actual demand) divided by the total Bottom Up estimate.
Scheduled Read	The scheduled meter read process is responsible for delivering systematic meter reads to the registered Shipper associated with each gas point held on the BGT system.
Scheduling Charges	Penalty charges that are imposed on the Shipper where the gas Allocation differs from the Nomination
Service Disconnections	Cutting off gas service at the main.
Shipper	Any person having entitlement by way of contract with the Transporter to transport natural gas through the transportation system (we note that this definition will be updated following the conclusion of the consultation on Licenses).
Siteworks	Siteworks can be defined as the process required to facilitate Shippers to arrange for changes or upgrades to the connection of an existing gas point or connection of a new gas point.
Siteworks Agreement	Contractual Arrangement between the Transporter and the Shipper for Siteworks activities for End Users < 735,000Kwh.
Siteworks Contract	Contractual Arrangement between the Transporter and an end user (consumption > 735,000 kWh) and/or builder developers / Local Authorities/Shippers.
SPRN	Supply Point Registration Number - each Supply Point has a unique reference number all communications concerning a Supply Point should contain this reference number.
Standard Transportation Agreement (STA)	Contract between Transporter and Shipper that permit transportation of gas between specific entry and exit points
Supply Point	A DM or NDM exit point within the Distribution System serving a single end user of one or more gas points registered in the name of a single Registered Shipper pursuant to a Supply Point registration (or the subject of a Proposed Supply Point Registration).
Supply Point Capacity	The capacity at a Supply Point which is deemed to be reserved for the peak day. It is used for the purposes of transportation charging and Exit Capacity bookings
Supply Point Capacity for new connections	Determined by BGT and based upon Maximum Annual Quantity at the site.
Unread Gas Account	A file of estimated consumption is calculated from date of last reading to the (calendar) month end.
Weighted Degree Day (WDD)	A measure of one day's temperature used in the regression analysis of demand. The WDD for a day is calculated from a weighted average of the Degree-Day value for the day and the average Degree-Day for that particular day of the year over the most recent 30 years.
Work Day	All meters in a read cycle are divided into one of 42 workdays. A workday is made up of a number of gas points in the same geographical location.

## 1.2 Overview Assumptions

In developing the processes set out in this document, and in considering the implementation of these processes as part of the MOP, a number of important assumptions have been made. These include:

- market opening in 2004 and 2005 will, in the first instance, be supported by logically rather than physically separate IT systems within Bord Gáis;
- the eligibility threshold for market opening in July 2004 is currently under review, but for the purposes of this document will be considered as [73,000]kWh;
- full market opening will take place in 2005;
- BGE Transportation's costs associated with the development and ongoing operation of all aspects of Market Opening, as agreed with the CER, will be recovered in full through transportation tariffs
- the existing Bord Gáis process for estimating daily consumption of NDM sites will be used to facilitate market opening;
- notwithstanding that the existing point-to-point transmission arrangements will be replaced by the introduction of Entry Exit in time for full market opening, for the purpose of this document it has been assumed that the point-to-point transmission arrangements remain in place;
- market opening will, wherever possible, be a development of the principles set out in the Code of Operation;
- there will be no changes to the wider gas market arrangements within Ireland which divert effort either within Bord Gáis or the industry as a whole from the programme of work required to implement market opening; it may be acceptable to prioritise system development work such that some (non-core) system functionality related to market opening becomes available after July 2004, such prioritisation will be discussed within the I.T. work stream of the MOP; and
- data provision to shippers will be in line with Irish data protection guidelines
- The unit of measure for issue of consumption-related data will be kWh.

## 1.3 Overview Of Gas Point Register

A number of high-level principles have been adopted with respect to Gas Point Register. These are:

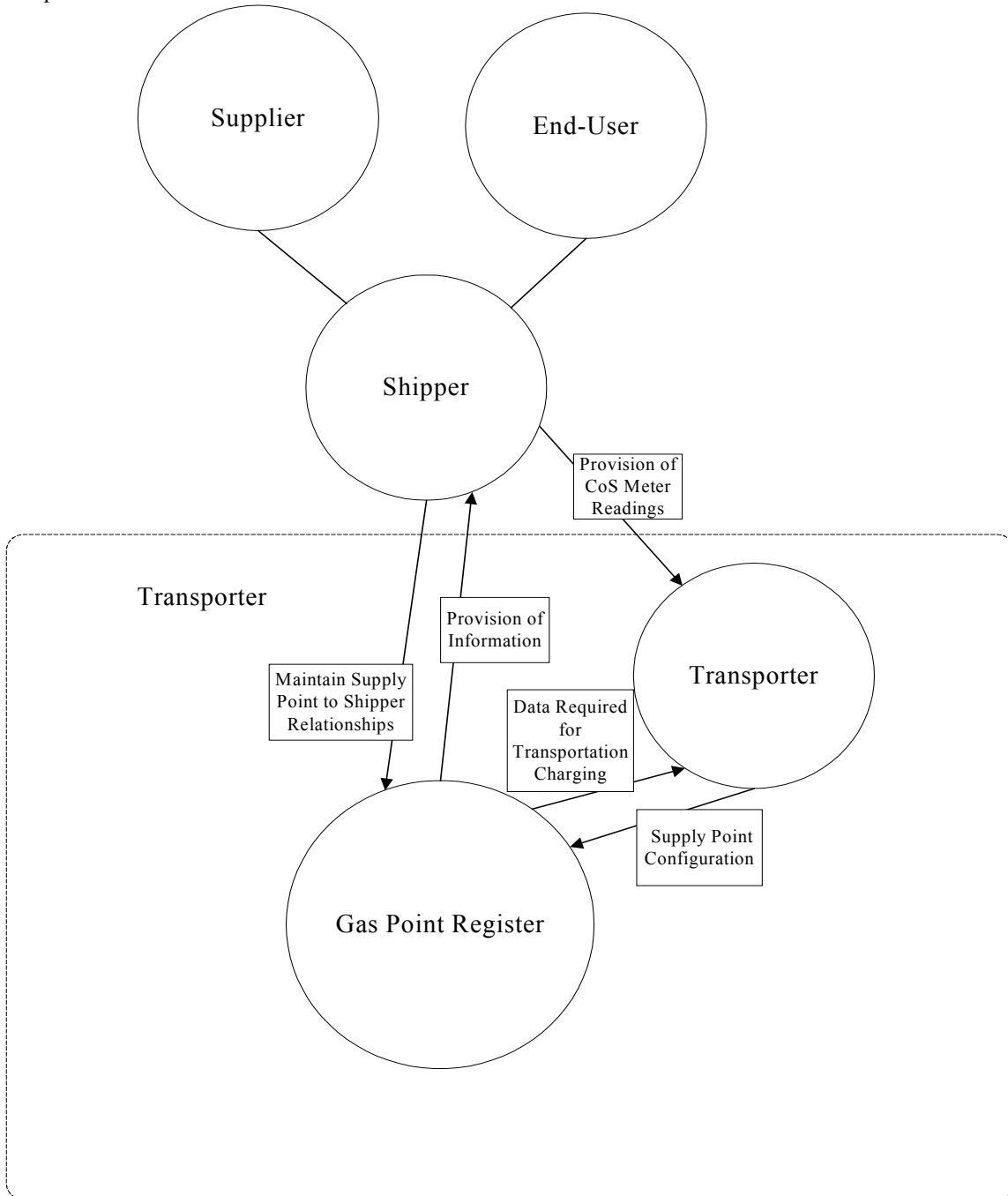
- i. Responsibility for the Gas Point Register (GPR) will reside within Bord Gáis Transportation.
- ii. BGE Transportation will have responsibility for initialising the GPR, based upon data available within BGE core systems.
- iii. The GPR relationship is to Shippers only, such that Shippers will be required to provide details of Suppliers and End Users at relevant Supply Points.
- iv. The GPR entry for an individual Supply Point will record a single Shipper, Supplier and End User for each Supply Point.

## 1.4 Interaction Between Roles

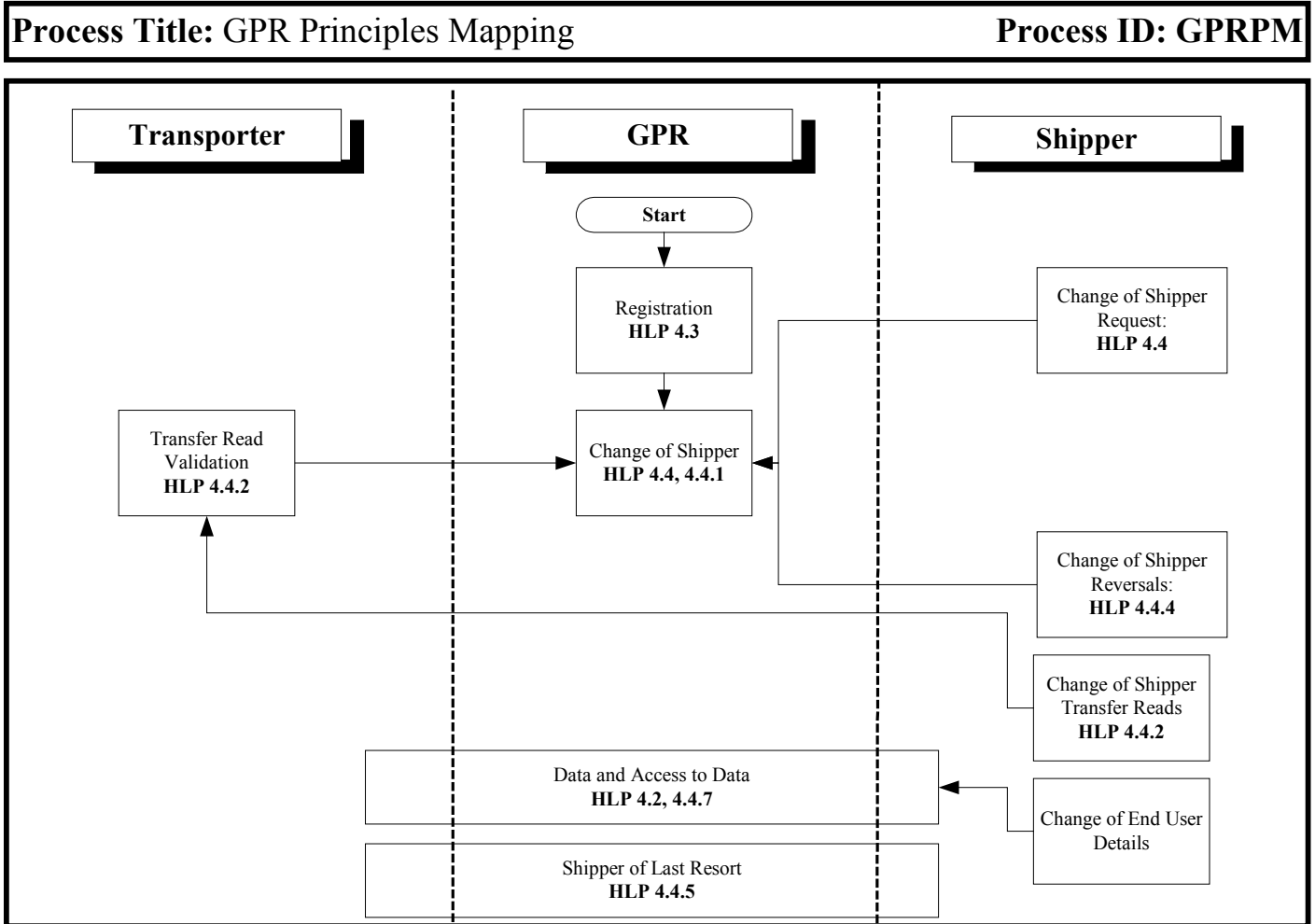
The following Roles have been identified as interacting with the Gas Point Register business area:

- Regulator
- Shipper
- Transporter

The End User and Supplier roles are not identified as playing a part in the Gas Point Register business area, as they do not interact directly with the GPR. However, they are included in the diagram below for completeness.



## 1.5 High-Level Principles Mapped



The interactions between the High-Level Principles underpinning the Gas Point Register are outlined above:



## 2 Business Processes

The following Business Processes are described:

GPRH-1.	Change Of Shipper
GPRH-2.	Change Of Shipper Correction
GPRH-3.	Registration Of Supply Points
GPRH-4.	Change Of Supply Point Configuration
GPRH-5.	Change To Shipper Of Last Resort
GPRH-6.	Maintenance Of Shippers
GPRH-7.	Gas Point Register Data

A Business Process consists of a number of Detailed Business Processes that fulfil related functions. Each Detailed Business Process constitutes the full response to an Input Data Flow. Input Data Flows have been captured during requirements analysis as dependencies between roles related to the Gas Point Register.

Detailed business processes are numbered according to the business process within which they are contained.

### 2.1 Summary Process Descriptions

High Level Principle Ref.	Process No.	Process Title	Process Description
4.2 4.3 4.4.1 4.4.2 4.4.6	GPRH-1	Change of Shipper	This process is responsible for capturing all supply point ownership transfers within the Gas Point Register, except those that provide for a Change of Shipper correction (See GPRH-2). This process covers: <ul style="list-style-type: none"> <li>Record Change of Shipper Request;</li> </ul>
4.4.4	GPRH-2	Change of Shipper Correction	This process corrects erroneous Change of Shipper transfers. The process is similar to the Change of Shipper process (GPRH-1). The description in this process covers only the differences between the Change of Shipper Correction and the standard Change of Shipper Process. The process covers: <ul style="list-style-type: none"> <li>Record Change of Shipper Correction</li> </ul>
4.2 4.3 4.4.1	GPRH-3	Registration of Supply Points	This process ensures the capture of relevant premise point, gas point and supply point information on the Gas Point Register. This includes: <ul style="list-style-type: none"> <li>Record New Premise Point;</li> <li>Record Change to Premise Point;</li> </ul>

			<ul style="list-style-type: none"> <li>• Register Supply Point;</li> <li>• Assign Initial Shipper to Supply Point; and</li> <li>• Record Initial Fitting of Meter to Gas Point.</li> </ul>
4.2 4.3	GPRH-4	Change of Supply Point Configuration	<p>This process is responsible for recording all changes to the configuration of gas points at a supply point. This includes:</p> <ul style="list-style-type: none"> <li>• Record Change of Supply Point Configuration Request;</li> <li>• Apply Change of Supply Point Configuration; and</li> <li>• Reject Change of Supply Point Configuration.</li> </ul>
4.4.5	GPRH-5	Change To Shipper of Last Resort	<p>This process details the arrangements for transferring supply points to a shipper of last resort when an existing shipper goes into financial distress. This includes:</p> <ul style="list-style-type: none"> <li>• Provide Supply Point Data for a Shipper;</li> <li>• Provide Supply Point Data to Shippers of Last Resort; and</li> <li>• Transfer Supply Points to Shipper of Last Resort.</li> </ul>
4.3	GPRH-6	Maintenance of Shippers	<p>This process records all changes to a shipper's status. There are four statuses for shippers. These are Inactive, Active, Restricted and Unlicensed. This process covers:</p> <ul style="list-style-type: none"> <li>• Record a Shipper;</li> <li>• Record Change of Shipper Status from Regulator; and</li> <li>• Record Change of Shipper Status from Transporter;</li> </ul>
4.2 4.3 4.4.1 4.2 4.4.7	GPRH-7	Gas Point Register Data	<p>This process covers data the GPRO data requirements that are not covered by any of the detailed businesses processes described in the GPRO business model.</p>

## **2.2 GPRH-1 Change Of Shipper**

### **2.2.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Data**

Data for each Gas Point will be recorded on the GPR – this may include:

- details of the customer supplied at that Gas Point (both past and current)
- the relevant Supplier(s) (including Shippers) both past and current
- meter reading data
- contact details for the current customer

#### **Registration**

This section deals with the proposed principles in relation to the registration and removal of Shippers from Supply Points, and the registration and change of sites and/or End Users. This should not be confused with the provision of data prior to a Change of Shipper request being received, which is described under process GPRD-7.13 Record Shipper Request For End User Restricted Data and in Appendix A.

- Removal of a Shipper will be managed through the “Change of Shipper” process
- A Shipper is responsible for the provision of up to date Supplier and End User information to the Gas Point Register

#### **Change of Shipper – Process (‘COS’)**

- All transactions in the COS process are initiated by a Shipper, in line with the fact that the Transporter has a contractual relationship with the Shipper and not the Supplier or End User (though a Supplier and/or End User may also be a Shipper)
- BGE Transportation will check whether the Shipper is a valid Shipper, e.g. in possession of a valid license as issued by the CER
- The process is initiated by the incoming Shipper, who submits a COS request
- If the end customer has been with the outgoing Shipper less than 20 business days the COS request will be rejected (i.e. minimum Shipper contractual period 20 business days, or approximately one calendar month)
- The outgoing Shipper will be notified upon receipt of a COS request, however the identity of the incoming Shipper will not be revealed
- The incoming Shipper warrants that it has received the end customer's consent to enter into a transportation agreement on their behalf
- The Shipper will provide details of the Supplier and End User to be recorded on the GPR and ensure that this information is kept up to date (see proposed Natural Gas Transmission Licence)
- Upon a valid COS request being notified, this request will be deemed to be a binding offer on the part of the Shipper subject to validation and acceptance by the GPR
- The COS process is time-bound with a minimum and maximum period to be determined

#### **Change of Shipper – Transfer Reads**

- The completion date for transfers is the date on which the transfer reading is taken
- Transfers are not permitted retrospectively
- Transfers require a meter reading to be taken within a prescribed window from the date on which the COS request is submitted. This will take the form of a physical reading (special, customer or cyclical) . In the majority of cases, it is expected that this will be a customer read. [see Assumptions GPR62]
- Where a Supply Point comprises more than one Gas Point, all Gas Points must be read on the same day – if this does not take place, the COS request will fail.

#### **Change of Shipper – Isolated Meters**

The incoming Shipper will be informed of the meter status when requesting a COS.

### **2.2.2 Process Scope:**

The Change of Shipper process is responsible for all supply point ownership transfers within the Gas Point Register, other than those that are correcting an erroneous transfer. The ownership of supply points within the Gas Point Register is the basis upon which the Transporter allocates gas transportation charges to Shippers. It is the Shippers' responsibility to ensure that supply point ownership within the Gas Point Register correctly reflects responsibility for gas transportation charges.

The Shipper will determine which type of physical meter reading to use (End User reading, special reading or cyclical reading).

### **2.2.3 Process Background / Preconditions:**

This process is key in facilitating market opening – supply competition and change of supplier by the End User. It is the responsibility of the Transporter and Shipper to provide information contained in the GPR and to keep that information up to date. The GPR will operate to a set of rules agreed with the industry and subject to change only with agreement of the industry. The GPR may also perform a reporting function with respect to change of shipper activities as requested by the CER.

### **2.2.4 Step through of process:**

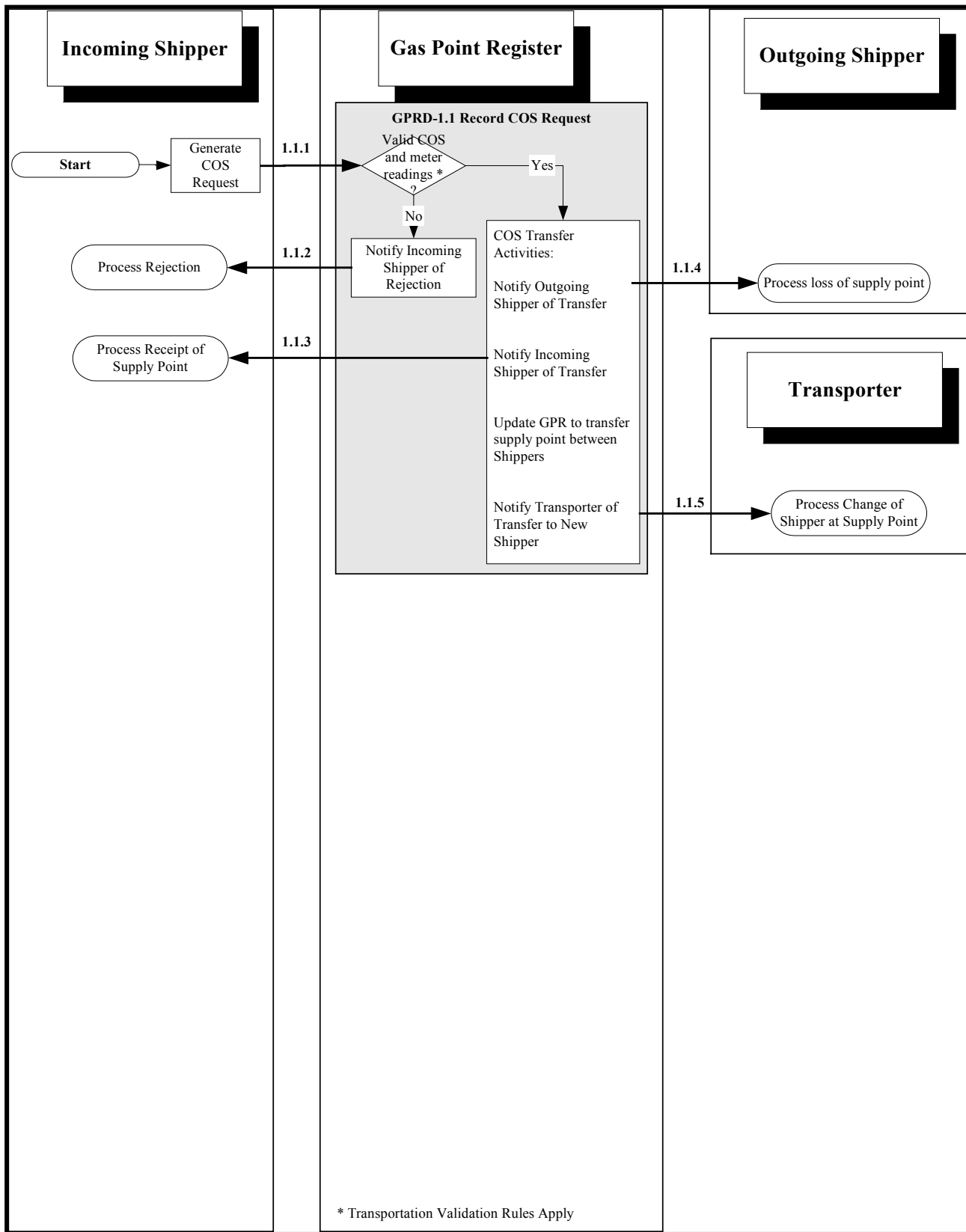
A CoS Transfer Request is submitted to the GPR with an associated valid meter reading (or meter readings) on day D-1. The outgoing Shipper is notified by the GPRO that a customer will be switching.

On day D, termed the 'Effective Date' for the transfer of the supply point from the Outgoing Shipper and to the Incoming Shipper, the Supply Point is assigned to the Incoming Shipper on both the GPR and Capacity Register. This means that from day D, all rights and responsibilities for the Supply Point reside with the Incoming Shipper including the responsibility for payment all relevant transportation charges.

The day ahead nomination made on D-1 for Gas Day D will attribute gas flows to the switching Supply Point to the Outgoing Shipper. However, this will be corrected by the on the day renomination advice made by the Transporter at 11:00 on day D which will reattribute gas flows on day D to the Incoming Shipper.

Owing to the timely nature of the above-described transfer process there is no requirement for a 'reconciliation' of gas flows or associated charges between the Transporter and/or Outgoing or Incoming Shipper(s).

For the avoidance of doubt, day D-1 is the last day that the Outgoing Shipper is responsible for the Supply point and associated Transportation charges, and day D – termed the Effective Date – is the first day that the Incoming Shipper is responsible for the Supply point and associated Transportation charges.



<b>Process Title:</b>	Change of Shipper	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

## 2.2.5 Step through of process (continued)

### Interfaces GPRH1.1.1 – GPRH1.1.5

#### *GPRD-1.1 Record Change Of Shipper Request*

The Change Of Shipper process is initiated by the receipt of a change of Shipper request from an incoming Shipper.

Validation checks are performed (see Appendix B). If invalid, the change of Shipper request is rejected and the incoming Shipper is notified. If valid, the change of Shipper is applied to the Gas Point Register, transferring ownership of the supply point from the outgoing Shipper to the incoming Shipper. The incoming and outgoing Shippers and the Transporter are notified of a successfully completed change of Shipper.

A valid change of Shipper request will cancel any change of supply point configuration requests that may be pending for the same supply point. In this event, the outgoing Shipper will be notified that the change of supply point configuration request has been cancelled. In the event that the change of supply point configuration request has been referred to the Transporter for approval, the Transporter will also be notified of the cancellation.

A valid change of Shipper request will include a valid meter reading for every gas point at the supply point. Meter readings will be validated using standard rules defined by the Transporter. If any meter reading is invalid, it will cause the change of Shipper request to be rejected.

## **2.3 GPRH-2 Change Of Shipper Correction**

### **2.3.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Change of Shipper – Reversals ('RCOS')**

- There will be no retrospective reversal of gas allocations that have taken place in the intervening period. The reconciliation processes will be developed in Phase 2 to deal with misallocations of gas arising from erroneous transfers.
- The RCOS process can take place only after the successful completion of the COS process
- Resolution of a possible erroneous transfer is the responsibility of the respective Shippers (the GPR function does not have a role to play in the resolution of an erroneous COS request)
- The transfer of the End User back to the outgoing Shipper will be achieved by a defined process initiated by either the incoming or outgoing shipper

This section is now titled 'Correction' rather than 'Reversals' (per the High Level Principles document) for clarity. The term 'reversal' implies a backing out of the erroneous COS transaction including gas allocations, whereas the process described in this document is actually a financial adjustment comprising a correction that has the same economic effect as a reversal but which is in fact not a reversal, i.e. no change to Gas Allocations.

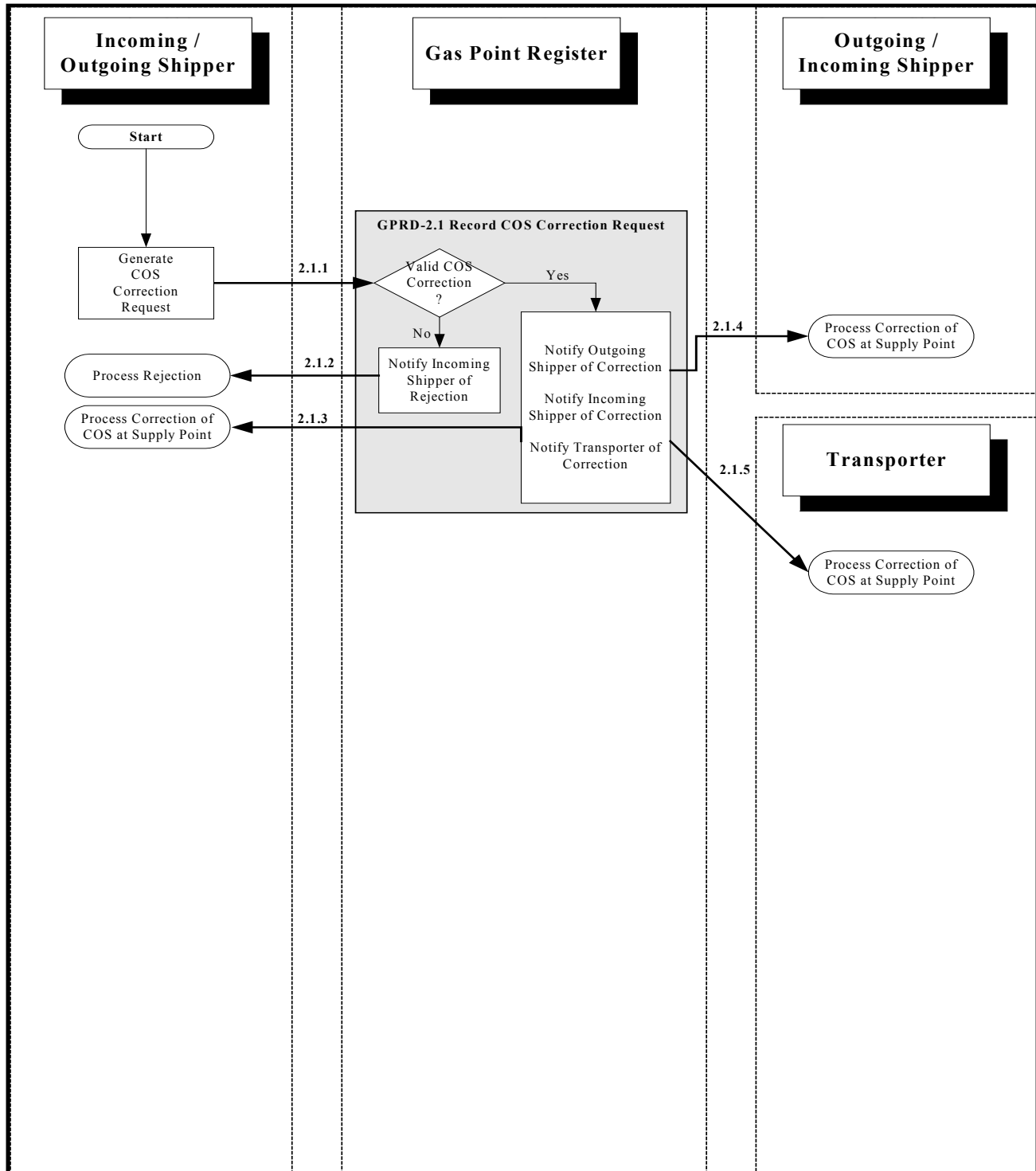
### **2.3.2 Process Scope:**

This business process is only used to correct erroneous change of Shipper transfers within a 60 working day period of the original change of Shipper transfer having taken place. A full audit trail of the initial change of Shipper request, and processes related to the Change of Shipper Correction will be retained.

The change of Shipper correction process is very similar to the change of Shipper process. The detailed reconciliation processes used to determine the financial adjustments required are included within the FAR Business Model while the detailed business process descriptions below identify the differences from the change of Shipper process.

### **2.3.3 Process Background / Preconditions:**

For consistency, the terms incoming Shipper and outgoing Shipper are used with the same meaning as in the Change Of Shipper process, except that the roles are now reversed, i.e. the incoming Shipper is the Shipper that had been responsible for shipping gas to the End User prior to the erroneous transfer and the outgoing Shipper is the Shipper that previously submitted an erroneous change of Shipper request.



<b>Process Title:</b>	Change of Shipper Correction	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOVG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	



### 2.3.4 Step through of process:

#### Interfaces GPRH2.1.1 – GPRH2.1.5

##### *GPRD-2.1 Record Change Of Shipper Correction Request*

The Change Of Shipper Correction process is initiated by the receipt of a change of Shipper Correction request. This may be received from either the incoming Shipper or the outgoing Shipper, but the Shipper submitting the requests warrants that they have the consent of the other Shipper to proceed with a correction.

Different validation will be applied for acceptance of a change of shipper request and a change of Shipper correction. However, the differences will include:

- Correction request can only be accepted from the current or previous Shipper, following a completed change of Shipper process
- Correction request is not subject to a minimum 20 day elapsed period since the previous change of Shipper
- There is a maximum elapsed period of 60 working days following an erroneous change of Shipper, after which it is not permitted to submit a change of Shipper correction request. After this period, an alternative manual process may be possible to correct supply point ownership and to reallocate transportation charges. This alternative process has not yet been defined.
- Correction request can only be accepted if the current supply point configuration is identical to that applicable at the time of the erroneous change of Shipper.
- A reason must be provided as justification for the correction (free text field provided).
- The COS reference number of the Change of Shipper that is being corrected must be provided.

A valid change of Shipper correction request will always cancel any pending change of supply point configuration requests for the same supply point, regardless of the status of the change of supply point configuration request. In this event, the outgoing Shipper will also be notified of the cancelled change of supply point configuration request.

## **2.4 GPRH-3 Registration Of Supply Points**

### **2.4.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Data**

Data for each Gas Point will be recorded on the GPR – this may include:

- the GPR number ('GPRN'), which will be unique for each Gas Point
- the supply point reference number (SPRN)
- details of the customer supplied at that Gas Point (both past and current)
- the relevant Supplier(s) (including Shippers) both past and current
- physical meter number
- details of the metering equipment installed
- the Supply Point with which that Gas Point is associated
- contact details for the current customer
- the distribution zone in which it is located
- the daily calorific value declared by the relevant Transporter; and
- its capacity

#### **Registration**

This section deals with the proposed principles in relation to the registration and removal of Shippers from Supply Points, and the registration and change of sites and/or End Users.

- A Supply Point will always be assigned to a Shipper where there is an End User
- The "Change of Shipper" process will be used as far as applicable for registering a new site or End User
- A Shipper is responsible for the provision of up to date End User information to the Gas Point Register

#### **Change of Shipper – Process ('COS')**

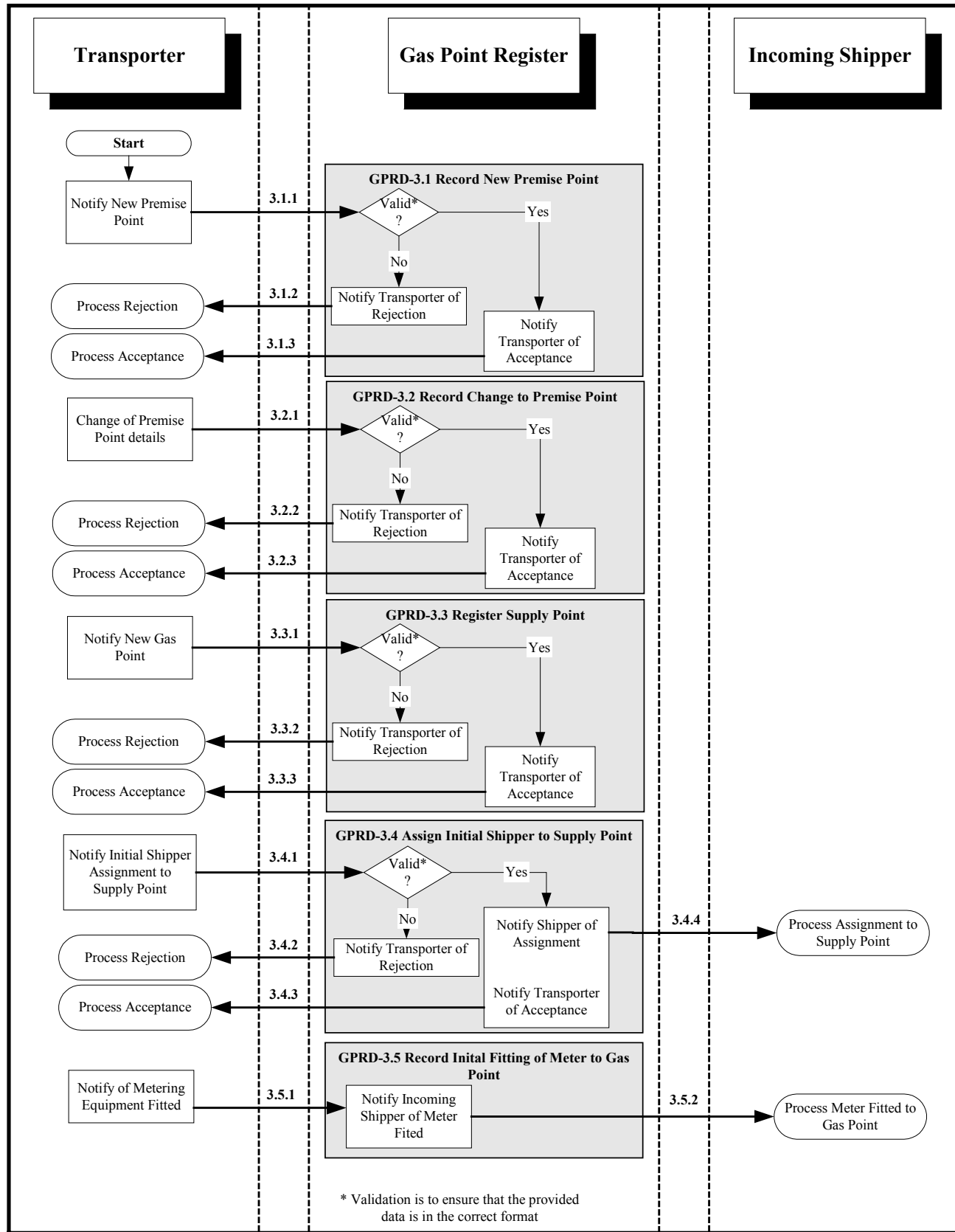
- The Shipper will provide details of the Supplier and End User to be recorded on the GPR and ensure that this information is kept up to date (see proposed Natural Gas Transmission Licence)

### **2.4.2 Process Scope:**

This business process is responsible for recording premise point, gas point and supply point information on the Gas Point Register.

### **2.4.3 Process Background / Preconditions:**

The GPR is required to facilitate the Change of Shipper process and while information will be held on the GPR and validated from an acceptable data format viewpoint, the actual data on the GPR is the responsibility of the Transporter and/or Shipper.



<b>Process Title:</b>	Registration of Supply Points	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOVG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

#### 2.4.4 Step through of process:

##### **Interfaces GPRH3.1.1 – GPRH3.1.3**

###### ***GPRD-3.1 Record New Premise Point***

Initiated by the receipt of a notification of a new premise point from the Transporter (notification may precede actual availability of gas). Validation checks will be performed to ensure that all required premise point data has been provided.

##### **Interfaces GPRH3.2.1 – GPRH3.2.3**

###### ***GPRD- 3.2 Record Change To Premise Point***

Initiated by the receipt of a notification of a change to premise point details from the Transporter.

This may be a change to the status of the premise point, indicating whether gas is actually available at the premise point or not. All premise points in areas to which a gas supply may be made available will be recorded on the Gas Point Register.

##### **Interfaces GPRH3.3.1 – GPRH3.3.3**

###### ***GPRD-3.3 Register Supply Point***

Initiated by the receipt of a notification of a new gas point from the Transporter. Validation checks will be performed.

Notification is likely to be associated with a request to supply gas to a premise point being received by the Transporter. Such notification may precede a meter installation or gas service at the gas point.

A gas point will always be associated with a supply point on the Gas Point Register. New gas points will initially be configured such that for each supply point there will be only one gas point.

##### **Interfaces GPRH3.4.1 – GPRH3.4.4**

###### ***GPRD-3.4 Assign Initial Shipper To Supply Point***

Initiated by the receipt of a request for initial assignment to a supply point from the Transporter. Validation checks will be performed.

A supply point must have an associated Shipper responsible for transportation charges before a meter can be fitted at that gas point. The Shipper will be notified of the assignment of the supply point.

##### **Interfaces GPRH3.5.1 – GPRH3.5.2**

###### ***GPRD-3.5 Record Initial Fitting Of Meter To Gas Point***

Initiated by the receipt of a notification of metering equipment fitted by the Transporter.

The date on which the meter was fitted will be the date at which transportation charges commence for the supply point. The meter index at the time of fitting will be the index at which transportation will be deemed to have commenced.

## **2.5 GPRH-4 Change Of Supply Point Configuration**

### **2.5.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Data**

Data for each Gas Point will be recorded on the GPR – this may include:

- the Supply Point with which that Gas Point is associated
- the daily calorific value declared by the relevant Transporter; and
- its capacity

#### **Registration**

This section deals with the proposed principles in relation to the registration and removal of Shippers from Supply Points, and the registration and change of sites and/or End Users.

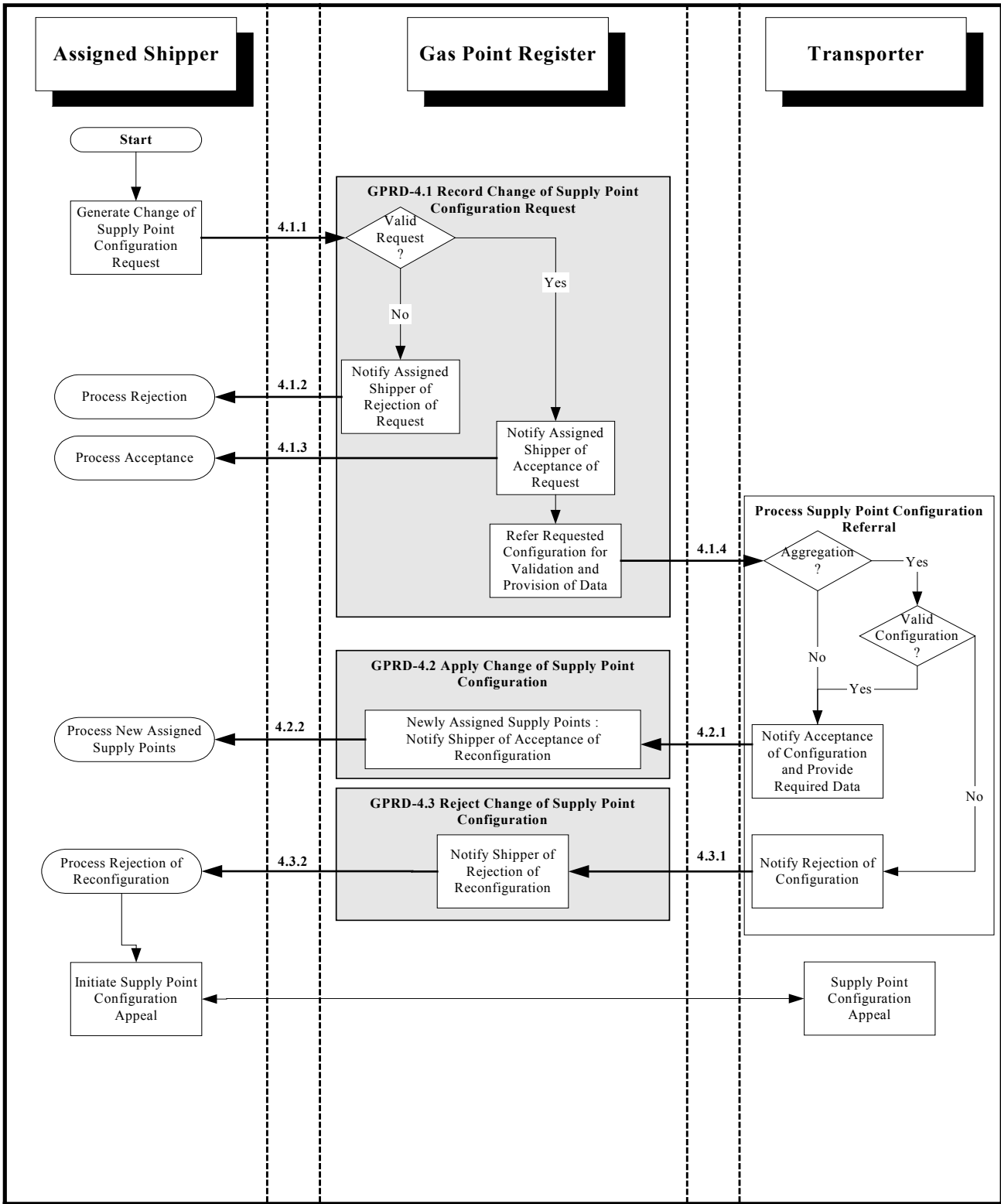
- Supply Point Capacity will be determined by BGE Transportation and notified to the relevant Shipper (based upon estimated annual consumption at the site)

### **2.5.2 Process Scope:**

This business process is responsible for applying all changes to the configuration of gas points at a supply point where such changes are not of a physical nature, i.e. changes that may have a commercial impact but do not require siteworks and/or any physical reconfiguration of the service.

### **2.5.3 Process Background / Preconditions:**

The GPR can act as the contact point for a request of change of supply point configuration, but it is the responsibility of the Transporter to accept/reject such requests.



<b>Process Title:</b>	Change of Supply Point Configuration	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

#### 2.5.4 Step through of process:

##### **Interfaces GPRH4.1.1 – GPRH4.1.4**

##### ***GPRD-4.1 Record Change Of Supply Point Configuration Request***

Initiated by receipt of a request for a new supply point configuration from the current Shipper to the relevant supply points (may include a request to remove a Shipper from a Supply Point).

Validation checks will be performed, to include:

- All of the supply points being configured must be assigned to the same Shipper.
- All of the supply points being configured must serve the same End User.
- If a change of Shipper request is received while a configuration request is being processed then the configuration request will be automatically cancelled, i.e. the change of Shipper request takes precedence.

If the request is rejected, the assigned Shipper will be notified of the rejection. If the request is accepted, the assigned Shipper will be notified of the acceptance and the request will be referred to the Transporter for validation of the requested configuration and the provision of new supply point level data. **Note that it is the request that is accepted, not the new supply point configuration.**

The Transporter will perform validation checks where the configuration request is for the aggregation of gas points. However, such validation checks will not be required where the configuration request is for the disaggregation of gas points. In either case the Transporter will be notified of the configuration request, and process this request.

Before, during or after the configuration request being notified to the GPR the Shipper may wish to contact the Transporter to discuss issues associated with a potential configuration request, or visa versa. The nature of such discussions is outside the scope of the GPR business processes outlined in this document.

##### **Interfaces GPRH4.2.1 – GPRH4.2.2**

##### ***GPRD-4.2 Apply Change Of Supply Point Configuration***

Initiated by receipt of a notification from the Transporter that a requested configuration has been accepted.

New supply points will be created and gas points reassigned to the new supply points. The Shipper assigned to the affected gas points and supply points will be notified of the acceptance of the new configuration.

If a configuration request is cancelled because a change of Shipper request has been submitted, then the outgoing Shipper will be notified. However, the incoming Shipper will not be notified of the cancelled configuration request.

##### **Interfaces GPRH4.3.1 – GPRH4.3.2**

##### ***GPRD-4.3 Reject Change Of Supply Point Configuration***

Initiated by receipt of a notification from the Transporter that a requested configuration has been rejected.

The requesting Shipper is notified of the rejection and of the reason for rejection, as supplied by the Transporter. The rejection reasons provided by the Transporter will not be validated by the GPR.

The assigned Shipper may initiate a supply point configuration appeal in order to contest a decision made by the Transporter. This will be resolved independently of the GPR and is outside the scope of business processes outlined in this section. However, the assigned Shipper may submit a new configuration request if they consider that the circumstances giving rise to the initial rejection have changed.

## **2.6 GPRH-5 Change To Shipper Of Last Resort**

### **2.6.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Change of Shipper – Shipper of Last Resort ('SOLR')**

- The CER will manage the process of selecting the SOLR
- Details of Supply Points from the GPR will be provided to the relevant party (i.e. as instructed by the CER) in order to facilitate the process of moving the affected Supply Points from the defaulting Shipper to the SOLR
- The bulk transfer of Supply Points on the effective date (as notified by the CER) from the outgoing Shipper to incoming Shipper will be recorded on the GPR
- The COS process outlined above will apply with the exception of the following:
  - no objections will be facilitated
  - transfer readings will be based upon Estimated Reading only
  - the incoming Shipper will not be required to warrant that end customer consent has been obtained
  - the 20-day minimum contractual period will not apply in relation to the outgoing shipper.

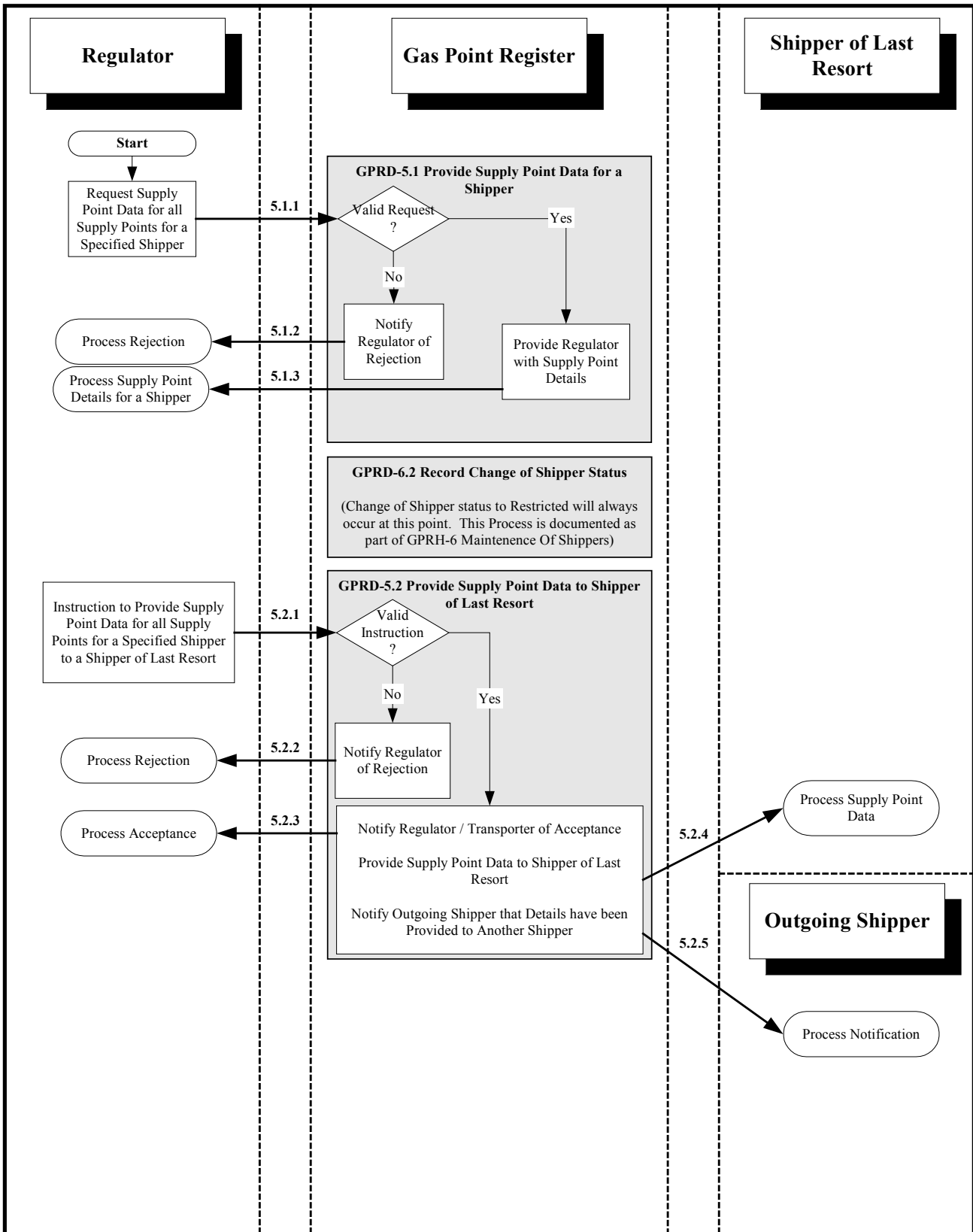
### **2.6.2 Process Scope:**

This business process is responsible for limited aspects of the transfer of supply points to a shipper of last resort.

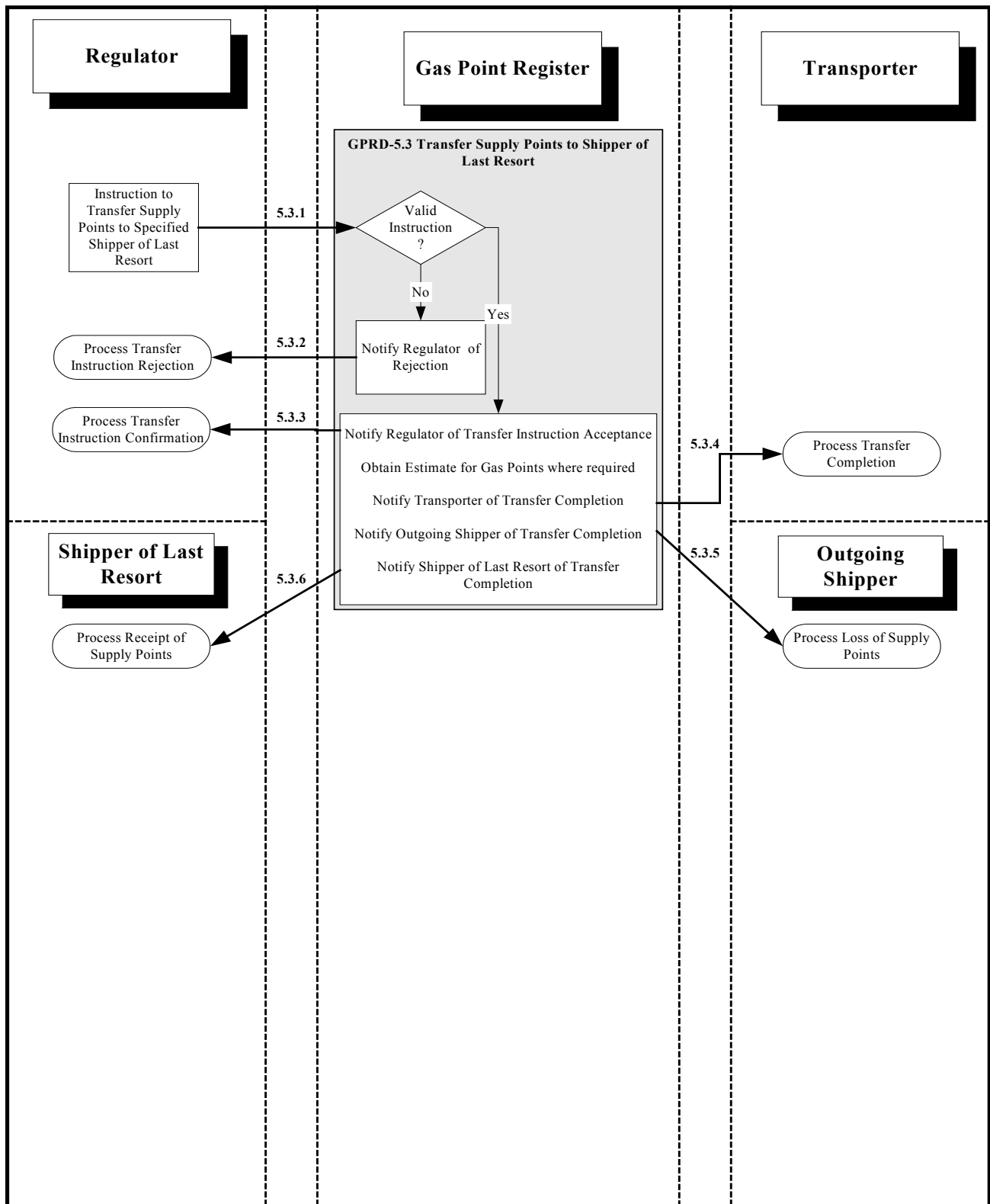
### **2.6.3 Process Background / Preconditions:**

This business process deals only with limited aspects of assisting both the CER and Transporter to execute a change to Shipper of last resort – the CER and Transporter will determine the criteria for invoking the Shipper of last resort business process. This process is not to be confused with the business processes required to support a change of *Supplier* of last resort – this activity being outside of the scope of the GPR.





<b>Process Title:</b>	Change of Shipper to Last Resort	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	



<b>Process Title:</b>	Change to Shipper of Last Resort	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

#### **2.6.4 Step through of process:**

##### **Interfaces GPRH5.1.1 – GPRH5.1.3**

###### ***GPRD-5.1 Provide Supply Point Data For A Shipper***

Initiated by the receipt of a request from the Regulator to provide supply point data for a specified Shipper to the Regulator.

If the request is invalid, it will be rejected and the Regulator will be notified of the rejection. If the request is valid, it will be accepted and the requested supply point details will be provided to the Regulator. Details will be provided for all supply points that are currently assigned to the specified Shipper.

This process does not include the placing of any restrictions on the specified Shipper's use of the GPR.

##### **Interfaces GPRH6.2.1 – GPRH6.2.5**

###### ***GPRD-6.2 Record Change Of Shipper Status***

Prior to requesting the provision of supply point details to the Shipper Of Last Resort, the Regulator may wish to prevent the Shipper from submitting further change of Shipper requests. This can be managed by changing the Shippers status to Restricted under the process outlined in GPRD-6.2 Record Change Of Shipper Status.

##### **Interfaces GPRH5.2.1 – GPRH5.2.5**

###### ***GPRD-5.2 Provide Supply Point Data To Shipper Of Last Resort***

Initiated by the receipt of an instruction from the Regulator to provide supply point data for a specified outgoing Shipper to a specified Shipper Of Last Resort.

If the instruction is invalid, it will be rejected and the Regulator will be notified of the rejection. If the instruction is valid, the Regulator will be notified of the acceptance. Details for all Supply Points owned by the outgoing Shipper will be sent to the specified Shipper Of Last Resort. The outgoing Shipper will be notified that details of its Supply Points have been provided to the nominated Shipper Of Last Resort. These details will also be notified to the Regulator.

##### **Interfaces GPRH5.3.1 – GPRH5.3.6**

###### ***GPRD-5.3 Transfer Supply Points To Shipper Of Last Resort***

Initiated by the receipt of an instruction from the Regulator to transfer responsibility for a specified set of supply points from an outgoing Shipper to a specified Shipper Of Last Resort.

If the instruction is invalid, it will be rejected and the Regulator will be notified of the rejection. If the instruction is valid, the Regulator, outgoing Shipper, Transporter and Shipper Of Last Resort will be notified of the supply point transfers.

The transfer of supply points will not be subject to the normal rules applicable to the change of Shipper process. The transfer will be effective immediately, there will be no opportunity for the outgoing Shipper to object, there will be no minimum elapsed period since the last change of Shipper and there will be no requirement for a meter reading for any of the gas points involved in this process.

An estimated reading will be generated for each relevant gas point. This will be generated using the rules applied by the Transporter for generating NDM daily estimates. If an actual meter reading (End User or other) is available for the transfer date it may be used.

The notification of supply point transfers given to the outgoing Shipper will contain a full extract of the Shipper's data, to the point of transfer, within the Gas Point Register.

Once this transfer has taken place the normal rules apply regarding subsequent change of Shipper transfers for any of the relevant supply points.

## **2.7 GPRH-6 Maintenance Of Shippers**

### **2.7.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Registration**

This section deals with the proposed principles in relation to the registration and removal of Shippers from Supply Points, and the registration and change of supply points and/or End Users.

- BGE Transportation will manage the process of validating new Shippers, and ensuring that they are correctly registered on the GPR

### **2.7.2 Process Scope:**

This business process is responsible for recording all changes to Shipper status.

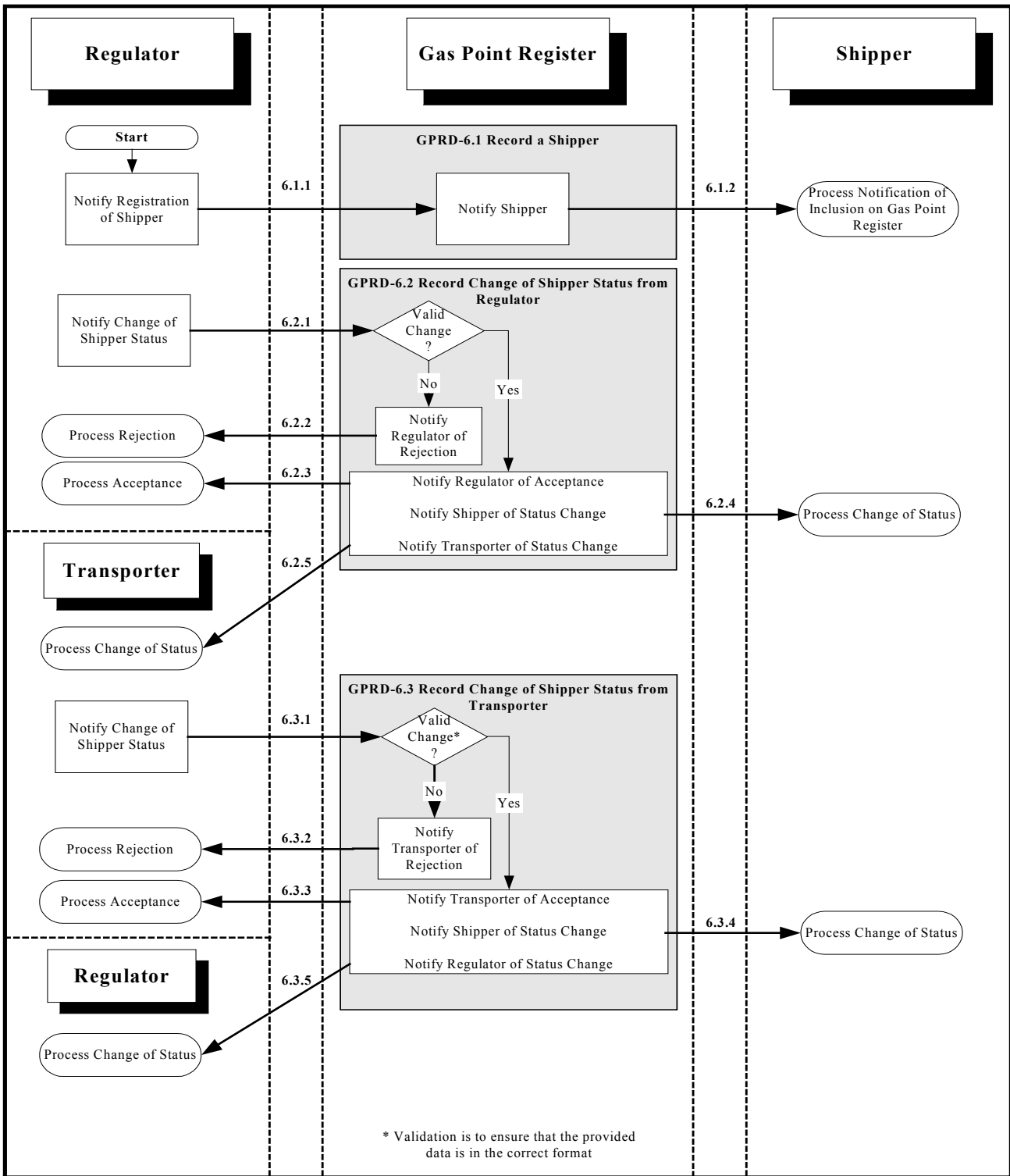
### **2.7.3 Process Background / Preconditions:**

The following Shipper statuses are required for the operation of the Gas Point Register:

- **Inactive**  
The Shipper is able to request data, but is not able to own supply points within the Gas Point Register. This is the initial status for a Shipper and is granted by the Regulator.
- **Active**  
The Shipper is able to own supply points within the Gas Point Register. This status is granted by the Transporter, and is subject to the Shipper satisfying contractual requirements with the Transporter.
- **Restricted**  
The Shipper is able to own supply points, but is not permitted to submit further change of Shipper requests. Other Shippers are not permitted to submit change of Shipper requests for supply points owned by the Shipper. This status restricts the Shipper from extending their portfolio of supply points, for instance in the period leading up to a transfer to a Shipper Of Last Resort. It also prevents supply points being removed from the Shipper's portfolio at the request of other Shippers. This status is imposed by the Regulator – the criteria for invoking it are to be determined.
- **Unlicensed**  
The Shipper is no longer permitted to interact with the Gas Point Register. This status is imposed by the Regulator.

Shipper status changes will result in changes to the permitted level of GPR access for the Shipper.

Shipper of Last Resort is not considered to be a distinct Shipper status within the Gas Point Register, as the GPRO does not have responsibility for validating that a Shipper specified as the recipient for a change to Shipper of Last Resort is a valid Shipper of Last Resort. The validity of the Shipper is implicit in the request received from the Regulator.



<b>Process Title:</b>	Maintenance of Shippers	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

#### 2.7.4 Step through of process:

##### **Interfaces GPRH6.1.1 – GPRH6.1.2**

###### ***GPRD-6.1 Record A Shipper***

Initiated by the receipt of a notification of Shipper registration from the Regulator.

The Regulator will notify all newly licensed Shippers to the GPR. The GPR will record details of the Shipper, and notify the Shipper that they are now recorded on the Gas Point Register. All newly licensed Shippers will have a status of Inactive.

##### **Interfaces GPRH6.2.1 – GPRH6.2.5**

###### ***GPRD-6.2 Record Change Of Shipper Status From Regulator***

Initiated by the receipt of a notification of a change of Shipper status from the Regulator.

If the request is invalid, the Regulator will be notified of the rejection. If the request is valid, the Regulator and the appropriate Shipper will be notified of the change.

The Regulator may make the following status changes:

- From Inactive to Unlicensed
- From Active to Restricted
- From Active to Unlicensed (only where no supply points are owned)
- From Restricted to Active
- From Restricted to Unlicensed (only where no supply points are owned)
- From Unlicensed to Inactive

Other status changes are not permitted.

##### **Interfaces GPRH6.3.1 – GPRH6.3.5**

###### ***GPRD-6.3 Record Change Of Shipper Status From Transporter***

Initiated by the receipt of a notification of a change of Shipper status from the Transporter.

If the request is invalid, the Transporter will be notified of the rejection. If the request is valid, the Transporter and the appropriate Shipper will be notified of the change.

The Transporter may make the following status changes:

- From Inactive to Active
- From Restricted to Active

Other status changes are not permitted.

## **2.8 GPRH-7 Gas Point Register Data**

### **2.8.1 Related High Level Principles:**

This process describes part or all of the following High Level Principles:

#### **Data**

Data for each Gas Point will be recorded on the GPR – this may include:

- details of the customer supplied at that Gas Point (both past and current)
- the relevant Supplier(s) (including Shippers) both past and current
- physical meter number
- details of the metering equipment installed
- meter reading data
- contact details for the current customer
- the distribution zone in which it is located
- the daily calorific value declared by the relevant Transporter; and
- its capacity

#### **Registration**

This section deals with the proposed principles in relation to the registration and removal of Shippers from Supply Points, and the registration and change of sites and/or End Users.

- Supply Point Capacity will be determined by BGE Transportation and notified to the relevant Shipper (based upon estimated annual consumption at the site)
- A Shipper is responsible for the provision of up to date End User information to the Gas Point Register
- A Shipper may request a Gas Point to be isolated – a service for which they will be charged

#### **Change of Shipper – Process ('COS')**

- The Shipper will provide details of the Supplier and End User to be recorded on the GPR and ensure that this information is kept up to date (see proposed Natural Gas Transmission Licence)

#### **Access to Data**

Shippers will have access to data held on the GPR with regard to their own Supply Points.

### **2.8.2 Process Scope:**

This process:

- Identifies the roles and detailed business processes that are responsible for providing data to the GPRO
- Gives descriptions of all consequent data sourcing detailed business processes that have not already been described as part of a previous business process
- Captures processes responsible for providing Gas Point Register data to each Role

### 2.8.3 Process Background / Preconditions:

This process is designed to ensure the integrity of the data held on the GPR – such data will be subject to validation against predetermined parameters.

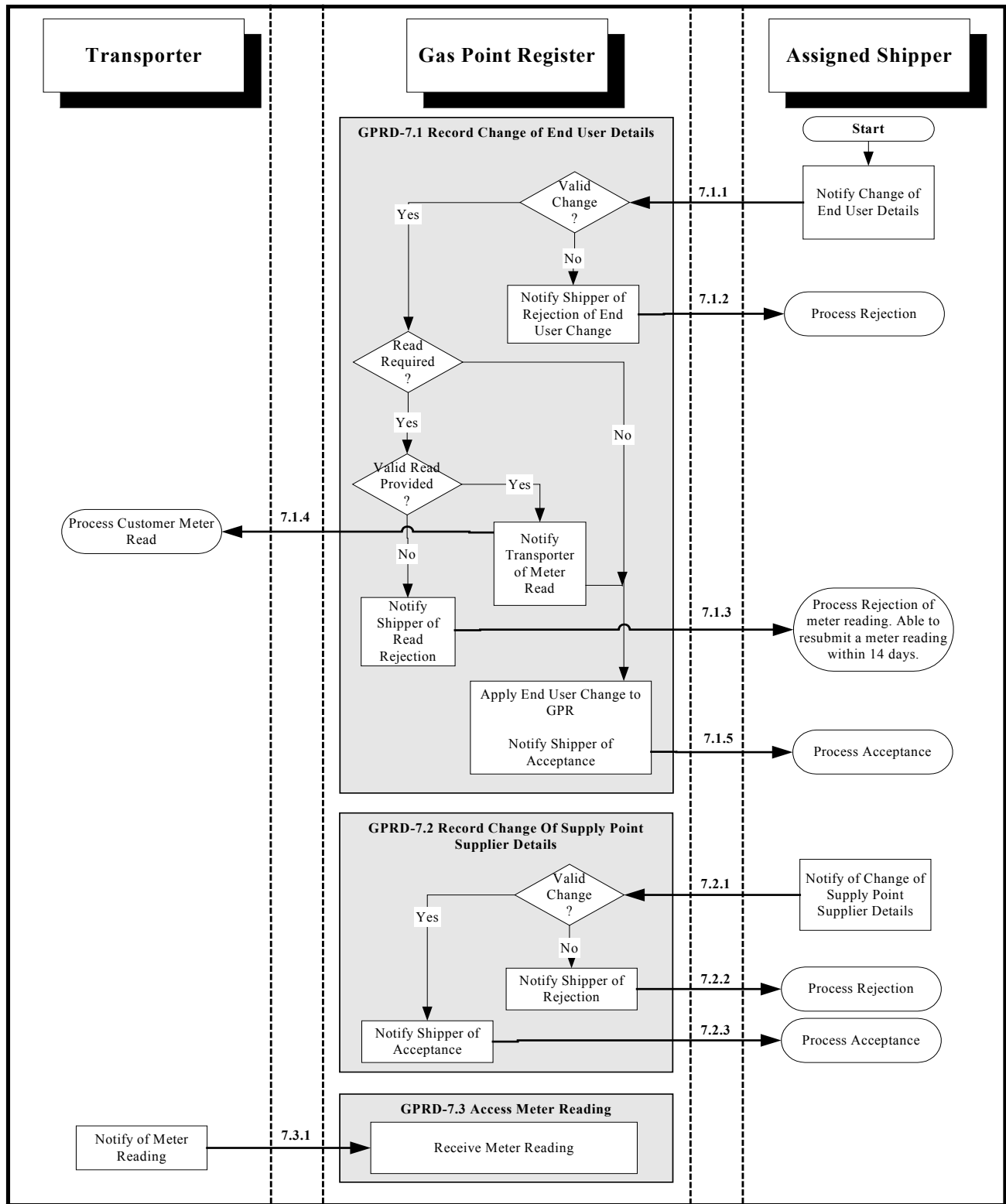
The following table summarises the source for data items required by the Gas Point Register Operator. For each data item, the role responsible for providing the data is identified, and the detailed business processes responsible for receiving the data items within the Gas Point register are listed. In some cases these detailed business processes have already been documented as part of previous business processes. In other cases the detailed business processes are not referenced elsewhere.

<b>Data Description</b>	<b>Initial Data or Subsequent Changes / Additional Data</b>	<b>Role Responsible For Sourcing Data To The GPRO</b>	<b>Detailed Business Process By Which Data Will Enter The GPRO</b> (bold indicates the process that is not described as part of another business process)
End User Details*	Initial	Shipper (Incoming)	GPRD-3.4 Assign Initial Shipper To Supply Point
	Subsequent	Shipper (Incoming)	GPRD-1.1 Record Change Of Shipper Request GPRD-2.1 Record Change Of Shipper Correction Request <b>GPRD-7.1 Record Change Of End User Details</b>
Supply Point Supplier Details	Initial	Shipper (Incoming)	GPRD-3.4 Assign Initial Shipper To Supply Point
	Subsequent	Shipper (Incoming)	GPRD-1.1 Record Change Of Shipper Request GPRD-2.1 Record Change Of Shipper Correction Request <b>GPRD-7.2 Record Change Of Supplier Data For Supply Point</b>
Meter Readings (COS Transfer)	N/A	Shipper (Incoming)	GPRD-1.2 Record Change Of Shipper Meter Reading
Supplier Details	Initial	Shipper	<b>GPRD-7.9 Record New Supplier</b>
	Subsequent	Shipper	<b>GPRD-7.10 Record Change Of Supplier Details</b>
Meter Readings (Cyclical and Special)	N/A	Transporter	<b>GPRD-7.3 Access Meter Reading</b>
Daily Calorific Value	N/A	Transporter	<b>GPRD-7.4 Record Daily Calorific Value</b>

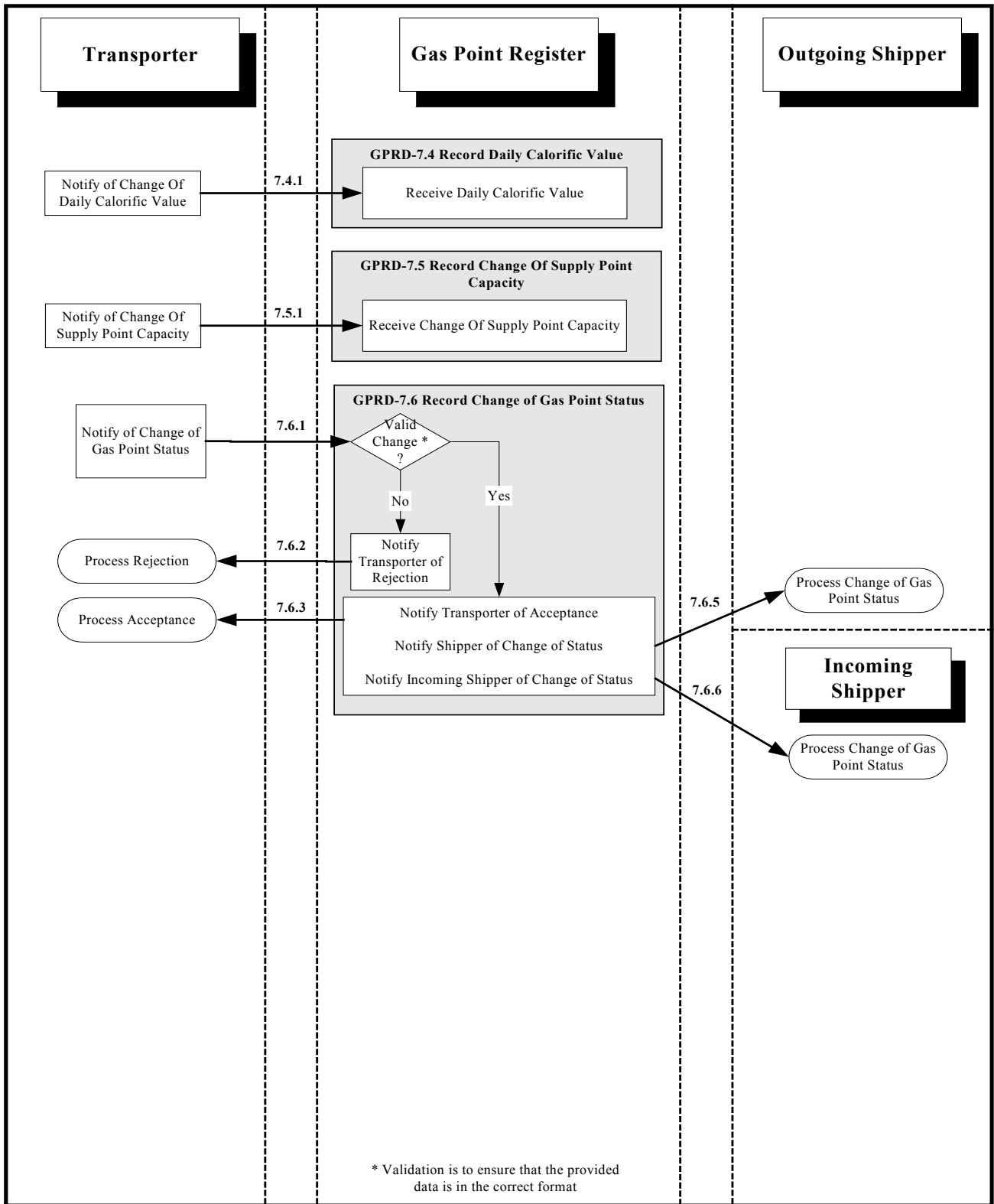


Supply Point Capacity	Initial	Transporter	GPRD-3.3 Register Supply Point GPRD-4.2 Apply Change Of Supply Point Configuration
	Subsequent	Transporter	<b>GPRD-7.5 Record Change Of Supply Point Capacity</b>
Reserved Capacity	Initial	Transporter	GPRD-3.3 Register Supply Point GPRD-4.2 Apply Change Of Supply Point Configuration
	Subsequent	Transporter	<b>GPRD-7.11 Record Change Of Reserved Capacity</b>
Estimated Annual Consumption (by Gas Point)	Initial	Transporter	GPRD-3.3 Register Supply Point
	Subsequent	N/A	
Premises Address	Initial	Transporter	GPRD-3.1 Record New Premise Point
	Subsequent	Transporter	GPRD-3.2 Record Change To Premise Point
Gas Point Status	Initial	Transporter	GPRD-3.3 Register Supply Point
	Subsequent	Transporter	<b>GPRD-7.6 Record Change Of Gas Point Status</b>
Gas Point Reference Number	Initial	Transporter	GPRD-3.3 Register Supply Point
	Subsequent	N/A	N/A
Metering Equipment	Initial	Transporter	<b>GPRD-7.6 Record Change Of Gas Point Status</b> GPRD-3.5 Record Initial Fitting Of Meter To Gas Point
	Subsequent	Transporter	<b>GPRD-7.7 Record Change Of Metering Equipment</b>
Distribution Zone	Initial	Transporter	GPRD-3.1 Record New Premise Point
	Subsequent	Transporter	GPRD-3.2 Record Change To Premise Point
Meter Correction Factor (Gas Point Attribute)	Initial	Transporter	GPRD-3.1 Record New Premise Point
	Subsequent	Transporter	GPRD-3.2 Record Change To Premise Point <b>GPRD-7.8 Record Change Of Meter Correction Factor</b>

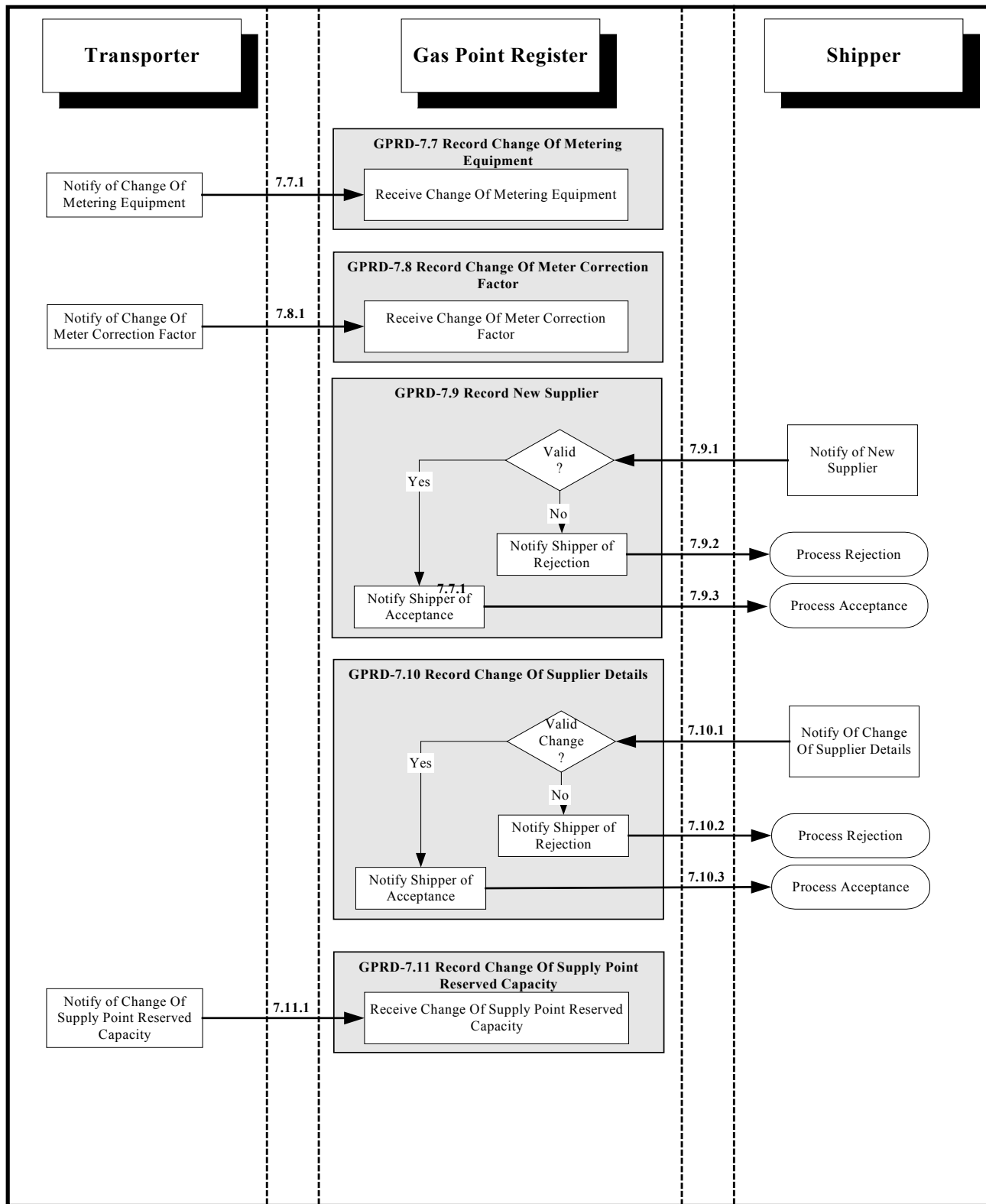
\* The relevant data protection legislation will have to be considered.



<b>Process Title:</b>	Gas Point Register Data	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	



<b>Process Title:</b>	Gas Point Register Data	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	



<b>Process Title:</b>	Gas Point Register Data	<b>Team:</b>	Gas Point Register	<b>Prepared By:</b>	BGT
<b>Revision:</b>	GMOWG Proposal v 2.2	<b>Release Date:</b>	20th May 2004	<b>Approved By:</b>	

#### **2.8.4 Step through of process:**

##### **Interfaces GPRH-7.1.1 to GPRH-7.1.5**

###### ***GPRD-7.1 Record Change Of End User Details***

Initiated by receipt of a change of End User details notification entered on the BGT System by the assigned Shipper.

If the request is invalid, the Shipper is notified of the rejection. If the change of End User details constitutes the termination of a contract between the Supplier and End User and the start of a new contract between the Supplier and a different End User (e.g. arising from a change of tenancy), the Shipper must provide a meter reading.

If the request is valid, the Shipper is notified of the acceptance of the End User change. Valid meter readings are also notified to the Transporter.

In some cases, such as a change of End User contact details, the Shipper need not provide a meter reading. If the request is valid the Shipper is notified of the acceptance of the change.

##### **Interfaces GPRH-7.2.1 to GPRH-7.2.3**

###### ***GPRD-7.2 Record Change Of Supply Point Supplier Details***

Initiated by receipt of a change of supply point Supplier notification from the assigned Shipper.

The specified Supplier will be validated against a list of valid Suppliers maintained by the Shippers. If the request is invalid, the Shipper is notified of the rejection. If the request is valid, the Shipper is notified of the acceptance.

##### **Interfaces GPRH-7.3.1**

###### ***GPRD-7.3 Accept Meter Reading***

Initiated by the receipt of a meter reading from the Transporter.

The standard validation applied to meter readings by the Transporter will not be repeated by the GPR as this will assumed to have been successfully applied already by the Transporter.

A further check will be made as to whether the meter reading permits the successful completion of a change of Shipper.

Cyclical, special and End User meter readings may all be received by this process. This process does not include receipt of NDM Estimates, which are outside of the scope of the GPR.

The details received and recorded will include A and B factors (see FAR Business Process document).

##### **Interfaces GPRH-7.4.1**

###### ***GPRD-7.4 Record Daily Calorific Value***

Initiated by the receipt of a daily calorific value change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter is notified of the acceptance.

##### **Interfaces GPRH-7.5.1**

###### ***GPRD-7.5 Record Change Of Supply Point Capacity***

Initiated by the receipt of a supply point capacity change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter and assigned Shipper are notified of the acceptance.

#### **Interfaces GPRH-7.6.1 to GPRH-7.6.6**

##### ***GPRD-7.6 Record Change Of Gas Point Status***

Initiated by the receipt of a notification of a gas point status change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter and assigned Shipper are notified of the acceptance.

The Transporter will notify all gas point status changes to the GPRO, including the installation and removal of meters and services.

#### **Interfaces GPRH-7.7.1**

##### ***GPRD-7.7 Record Change Of Metering Equipment***

Initiated by the receipt of a metering equipment change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter and assigned Shipper are notified of the acceptance.

#### **Interfaces GPRH-7.8.1**

##### ***GPRD-7.8 Record Change Of Meter Correction Factor***

Initiated by the receipt of a meter correction factor change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter and assigned Shipper are notified of the acceptance.

#### **Interfaces GPRH-7.9.1 to GPRH-7.9.3**

##### ***GPRD-7.9 Record New Supplier***

Initiated by receipt of a notification to record a new Supplier from a Shipper.

If the request is invalid, it is rejected and the Shipper is notified of the rejection. If the request is valid, it is accepted and the Shipper is notified of the acceptance.

#### **Interfaces GPRH-7.10.1 to GPRH-7.10.3**

##### ***GPRD-7.10 Record Change Of Supplier Details***

Initiated by receipt of a notification of a Supplier detail change from a Shipper.

If the request is invalid, it is rejected and the Shipper is notified of the rejection. If the request is valid, it is accepted and the Shipper is notified of the acceptance.

#### **Interfaces GPRH-7.11.1**

##### ***GPRD-7.11 Record Change Of Supply Point Reserved Capacity***

Initiated by the receipt of a supply point reserved capacity change from the Transporter.

If the change is invalid, it is rejected and the Transporter is notified of the rejection. If the change is valid, it is accepted and the Transporter and assigned Shipper are notified of the acceptance.

#### **Data provision business processes are not described in detail.**

For each detailed process that is required to provide Gas Point Register data to roles outside of the GPRO, the steps involved are identical. A request is made for data and the request is validated. If the request is invalid, the request is rejected and the requestor is notified of the rejection. If the request is valid, the requested data is provided to the requestor and the request is recorded.

The requirements are presented as a table, with each Role having one or more levels of access to the Gas Point Register data. The data items that are required to be accessible for each Role at each level of access

are defined in Appendix A. The validation that will be required for each request will be defined in the detailed business model.

<b>Role</b>	<b>Level Of Access</b>	<b>Description</b>	<b>Detailed Business Process By Which Data Will Enter The GPRO</b>
End User	No Access		
Regulator	To Be Defined	To Be Defined	To Be Defined
Shipper	Unrestricted Data	Data that is available to all licensed Shippers without restriction	<b>GPRD-7.12 Record Shipper Request For Unrestricted Data</b>
Shipper	Restricted by End User	Data that is available to all licensed Shippers provided that the Shipper has gained permission from the associated End User.	<b>GPRD-7.13 Record Shipper Request For End User Restricted Data</b>
Shipper	Restricted To Active Shipper	Data that is available to the licensed Shipper that owned the supply point at the time to which the data applies. Other Shippers may not access the data.	<b>GPRD-7.14 Record Shipper Request For Owning Shipper Data</b>
Transporter	Full	The Transporter is allowed unrestricted access to all data held within the Gas Point Register.	Not Applicable. As there are no restrictions on provision of GPR data to the Transporter, there is no requirement to maintain a record of data access requests.

### 3 Appendix A – Data Provision By Access Level

This section lists the data items that will be held by the Gas Point Register in respect of NDM sites, and specifies which items will be visible to each level of Shipper access to the GPR. The different levels of access are explained in the description of GPRH-7 Gas Point Register Data in the main body of this document.

Data Item	Shipper Access Level		
	All Shippers	Shippers with End User consent (offline enquiry)	Assigned Shippers only
End User Details*		✓	✓
Supply Point Supplier Details			✓
Meter Readings (COS Transfer)			✓ * both Outgoing & Incoming Shipper
Supplier Details			✓
Meter Readings (Cyclical and Special)		✓	✓
Daily Calorific Value	Subject to Consultation with CER (see Transporter Publication of System Information)		
Supply Point Capacity		✓	✓
Estimated Annual Consumption (by Gas Point)		✓	✓
Premises Address	✓	✓	✓
Gas Point Status	✓	✓	✓
Gas Point Reference Number	✓	✓	✓
Metering Equipment	Meter No.	Meter No.	✓



## **4 Appendix B – Provisional Description Of Input Validation**

All input data flows received by the GPRO will be subject to validation checks before they are applied to the Gas Point Register. The details of validation will vary according to the process that is being initiated by the input data flow.

This appendix summarises the main validation checks that will be carried out on receipt of each type of input data flow from a Shipper. It will be modified subject to changes being made to any of the market opening business models.

### **4.1 GPRH-1 Change Of Shipper**

#### **4.1.1 GPRD-1.1 Record COS Request**

Interface 1.1.1 Change Of Shipper Request

Received from incoming Shipper

Validation:

1. The Incoming (requesting) Shipper must have a status that permits the submission of Change Of Shipper Requests.
2. The Specified Gas Point Must Exist and be Eligible
3. Minimum Period Between Changes Of Shipper Must Have Elapsed
4. Check the Gas Point Status
5. End User Details Must Be Provided (e.g. name, contact details etc...)
6. Check the Status of Siteworks Requests
7. Incoming Shipper must not be the current Shipper
8. The type of physical read required for each Gas Point must be specified
9. Meter reading validation will follow rules set by the Transporter
10. Meter readings must have a valid meter reading date
11. A valid meter reading must be provided for all gas points at the supply point

## **4.2 GPRH-2 Change Of Shipper Correction**

### **GPRD-2.1 Record Change Of Shipper Correction Request**

Interface 2.1 COS Correction Request

Received from incoming or outgoing Shipper

Validation:

1. The Specified Gas Point Must Exist
2. Check The Gas Point Status
3. Requesting Shipper Must Be The Previous Or Current Shipper
4. The Previous Shipper must have a status that permits the submission of Change Of Shipper Requests.
5. The Supply Point Configuration Must Not Be Different
6. Must not exceed the maximum period that can elapse between an Invalid Change Of Shipper and a COS Correction.
7. A text reason must be entered to justify the correction.
8. The COS number of the Change of Shipper that is being corrected must be entered.
9. The End User at the supply point must be the same as at the time of the Change of Shipper that is being corrected.

## **4.3 GPRH-3 Registration Of Supply Points**

### **4.3.1 GPRD-3.1 Record New Premise Point**

No input from Shipper

### **4.3.2 GPRD- 3.2 Record Change To Premise Point**

No input from Shipper

### **4.3.3 GPRD-3.3 Register Supply Point**

No input from Shipper

### **4.3.4 GPRD-3.4 Assign Initial Shipper To Supply Point**

No input from Shipper

### **4.3.5 GPRD-3.5 Record Initial Fitting Of Meter To Gas Point**

No input from Shipper

#### **4.4 GPRH-4 Change Of Supply Point Configuration**

##### **4.4.1 GPRD-4.1 Record Change Of Supply Point Configuration Request**

Interface 4.1.1 Supply Point Configuration Request

Received from assigned Shipper

Validation:

1. All Specified Gas Points Must Exist
2. The requesting Shipper must be currently responsible for all Gas Points within the supply point configuration.
3. All Gas Points at a requested Supply Point must have the same End User.
4. The supply point may not be subject to a pending Change Of Shipper Request.

##### **4.4.2 GPRD-4.2 Apply Change Of Supply Point Configuration**

No input from Shipper

##### **4.4.3 GPRD-4.3 Reject Change Of Supply Point Configuration**

No input from Shipper

## **4.5 GPRH-5 Change To Shipper Of Last Resort**

### **4.5.1 GPRD-5.1 Provide Supply Point Data For A Shipper**

No input from Shipper

### **4.5.2 GPRD-5.2 Provide Supply Point Data To Shipper Of Last Resort**

No input from Shipper

### **4.5.3 GPRD-5.3 Transfer Supply Points To Shipper Of Last Resort**

No input from Shipper

## **4.6 GPRH-6 Maintenance Of Shippers**

### **4.6.1 GPRD-6.1 Record A Shipper**

No input from Shipper

### **4.6.2 GPRD-6.2 Record Change Of Shipper Status From Regulator**

No input from Shipper

### **4.6.3 GPRD-6.3 Record Change Of Shipper Status From Transporter**

No input from Shipper

## **4.7 GPRH-7 Gas Point Register Data**

### **4.7.1 GPRD-7.1 Record Change Of End User Details**

Interface 7.1.1 Notify Change Of End User Details

Received from assigned Shipper

Validation:

1. The Specified Gas Point Must Exist
2. Check the Gas Point Status
3. Requesting Shipper Must Be The Current Shipper
4. Where a new End User is being created, a meter reading must be provided.

### **4.7.2 GPRD-7.2 Record Change Of Supply Point Supplier Details**

Interface 7.2.1

Received from assigned Shipper

Validation:

1. The Specified Gas Point Must Exist
2. Requesting Shipper Must Be The Current Shipper
3. Must be a valid Supplier.

### **4.7.3 GPRD-7.3 Accept Meter Reading**

No input from Shipper

### **4.7.4 GPRD-7.4 Record Daily Calorific Value**

No input from Shipper

### **4.7.5 GPRD-7.5 Record Change Of Supply Point Capacity**

No input from Shipper

### **4.7.6 GPRD-7.6 Record Change Of Gas Point Status**

No input from Shipper

### **4.7.7 GPRD-7.7 Record Change Of Metering Equipment**

No input from Shipper

### **4.7.8 GPRD-7.8 Record Change Of Meter Correction Factor**

No input from Shipper

### **4.7.9 GPRD-7.9 Record New Supplier**

Interface 7.9.1

Received from Shipper

Validation:

1. The Supplier Name must not already exist on the Gas Point Register.

#### **4.7.10 GPRD-7.10 Record Change Of Supplier Details**

Interface 7.10.1

Received from Shipper

Validation:

1. The Supplier Name must not already exist on the Gas Point Register.
2. The Shipper must have already registered the Supplier on the GPR for its own use.

#### **4.7.11 GPRD-7.11 Record Change Of Supply Point Reserved Capacity**

No input from Shipper