



Gas Point Register Operator Procedures

DRAFT FOR CONSULTATION

Version 2.0
10th November 2004

IMPORTANT NOTE

The Commission has directed Bord Gáis Éireann to develop legal drafting of the Unified Code of Operations (“UCOP”) to reflect the Business Rules published by the Commission on 23 July 2004 and the underlying principles of the GMOWG Business Models, and to publish the legal drafting so developed for consultation with industry.

Legal drafting for the General Principles, Capacity, Nominations, Allocations, Balancing, Shrinkage, Administration and NDM Sections of the UCOP was published on 8 October 2004. The remaining sections of the UCOP and the Ancillary Agreements referred to therein is scheduled for publication on or about 19 November 2004. The Procedures, as referenced in the UCOP with respect to the GPRO, FAR and MDS, are based on the relevant GMOWG Business Models.

The attached represents the Gas Point Register Operator Procedures which were prepared to give effect to aspects of the GPR GMOWG Business Model, in relation to the GPRO, and is being circulated for consultation with all industry participants including the Commission, Shippers and the Transporter. The Transporter, therefore, reserves its position accordingly.

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Note: The definitions presented in the Glossary of Terms below are provided solely for ease of understanding and shall have no legal effect. These definitions are not intended to supplant existing or future definitions contained in the Unified Code of Operations to which the within Procedure relates. Under no circumstances shall the Transporter be liable for any loss or damage (whether direct or indirect) arising from reliance on the definitions or any other information contained in the Glossary of Terms below.

Glossary of Terms

Band is the term used to describe a consumption range applicable to a given Gas Point.

Connection type is the term used to describe the system to which a Gas Point connected, i.e. Transmission or Distribution.

DM effective date is the term used to describe the date on which the COS submitted by a Shipper will be completed at a DM Offtake, which will be the first (1st) day of the month.

Gas Point status is the term used to describe the status of the Gas Point, which indicates if the Gas Point is consuming Natural Gas.

Meter number is the term used to describe the unique identifier for the physical piece of measuring equipment.

Meter read is the term used to describe a NDM Meter Read or a read taken for a DM Offtake.

Meter Read date is the date at which a meter read is taken.

NDM effective date is the term used to describe the date on which the COS Request or *COS Correction Request*, requested by a Shipper, will be completed at a NDM Supply Point which may be any Day from Tuesday to Saturday inclusive, excluding any Day immediately following an official holiday or non-business day.

1 Data Provision Procedure

1.1 Scope / Purpose:

The Data Provision Procedure shall govern the provision and maintenance of data on the Gas Point Register (GPR) including:

- Shipper status;
- Supplier details (both past and present);
- End User details (both past and present).

The GPR shall be maintained by the Transporter acting as the Gas Point Register Operator (GPRO).

The Transporter will provide the following data on the Gas Point Register:

- Meter reads (other than Change of Shipper and change of End User meter reads);
- Supply Point Register Number;
- Supply Point Capacity;
- Annual Quantity;
- Premise and Gas Point addresses;
- Gas Point status;
- Gas Point Registration Number;
- Meter number;
- Calorific Value;
- Meter correction factor;
- Premise point; and
- Distribution zone

This Procedure will be known as the Data Provision Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

1.2 Related Documentation:

- Unified Code of Operations - Part F, Section 4 (*Gas Point Registration Operator*)
- Unified Code of Operations - Part I, Section 9 (*Confidentiality and Data Protection*)

1.3 Procedure

Maintain Shipper status

1.3.1 The GPRO shall record a Shipper on the GPR on instruction from the Commission.

1.3.2 A Shipper shall be recorded according to one of the following statuses:

(a) *Inactive*

The Shipper may request data from the GPRO, but will not be permitted to register NDM Supply Points and/or DM Offtakes on the Gas Point Register. This will be the initial status for a Shipper;

(b) *Active*

The Shipper may apply to record NDM Supply Points and/or DM Offtakes on the Gas Point Register.

(c) *Restricted*

This status will restrict the Shipper from extending its portfolio of recorded NDM Supply Points and/or DM Offtakes;

(d) *Unlicensed*

The Shipper may not have any NDM Supply Points and/or DM Offtakes recorded on the Gas Point Register nor may it request any data from the GPRO.

1.3.3 The GPRO will initially record the Shipper specified in section 1.3.2 on the Gas Point Register as *Inactive*. The GPRO will send a *Registration of Shipper Notification* to the Shipper. Shipper status changes will result in changes to the permitted level of Shipper activity with regard to GPRO requests.

- 1.3.4 Subject to sections 1.3.5 to 1.3.7, the GPRO shall accept a *Shipper Status Request* submitted to it by the Commission. Such a request shall specify one of the following status changes:
- (a) From *Inactive* to *Unlicensed*;
 - (b) From *Active* to *Restricted*;
 - (c) From *Active* to *Unlicensed* (only where no NDM Supply Points and/or DM Offtakes are recorded);
 - (d) From *Restricted* to *Unlicensed* (only where no NDM Supply Points and/or DM Offtakes are recorded); and
 - (e) From *Unlicensed* to *Inactive*.
- 1.3.5 The GPRO will determine whether the status change requested by the Commission in the *Shipper Status Request* is valid.
- The following validation criteria will be applied to the request:
- (a) The specified status change is a valid status change that may be requested by the Commission pursuant to 1.3.4; and
 - (b) The Transporter approves the new status request.
- 1.3.6 The GPRO will submit a *Shipper Status Rejection* to the Commission if the *Shipper Status Request* fails to meet the requirements of 1.3.5. In such a case, there will be no change of status applied to the Shipper.
- 1.3.7 The GPRO will record the Shipper status on the Gas Point Register if the *Shipper Status Request* meets the requirements of 1.3.5. The GPRO will submit a Shipper Status Acceptance to the Commission. The GPRO will send a *Shipper Status Notification* to the Shipper and the Transporter.
- 1.3.8 The Transporter may submit a *Shipper Status Request* to the GPRO. The request shall specify one of the following status changes:
- (a) From *Inactive* to *Active*;
 - (b) From *Restricted* to *Active*; and
 - (c) From *Active* to *Restricted*.

- 1.3.9 The GPRO will determine whether the status change requested by the Transporter in the *Shipper Status Request* is valid.

The following validation criteria will be applied to the request:

- (a) The specified status change is a valid status change that may be requested by the Transporter pursuant to 1.3.8.

- 1.3.10 The GPRO will submit a *Shipper Status Rejection* to the Transporter if the *Shipper Status Request* fails to meet the requirements of 1.3.9. In such a case, there will be no change of status applied to the Shipper.

- 1.3.11 The GPRO will record the new Shipper status on the Gas Point Register if the *Shipper Status Request* meets the requirements of 1.3.9. The GPRO will return a *Shipper Status Acceptance* to the Transporter. The GPRO will send a *Shipper Status Notification* to the Shipper and the Commission.

Maintain End User Details

- 1.3.12 A Shipper will keep information on End Users recorded on the Gas Point Register up to date in respect of all Gas Points within a NDM Supply Point and/or DM Offtake at which it is recorded as the Registered Shipper. The Shipper shall ensure that identical End User details are specified in respect of all Gas Points within a NDM Supply Point and/or DM Offtake.

- 1.3.13 A Shipper may submit a *Change of End User Details Notification* to the GPRO.

- 1.3.14 The GPRO will determine whether the *Change of End User Details Notification* is valid.

The following validation criteria will be applied to the request:

- (a) The specified Gas Point is recorded on the GPR and is eligible for Third Party Access (TPA);
- (b) The Gas Point status is as such that it permits a change of End User;
- (c) The requesting Shipper is the assigned Shipper at the Gas Point at the time of the notification; and
- (d) The requesting Shipper is recorded on the GPR as having a status of *Active*.

1.3.15 The GPRO will send a *Change of End User Rejection* to the Shipper if the *Change of End User Details Notification* fails to meet the requirements of 1.3.14. The GPRO will indicate why the *Change of End User Notification* is invalid. There will be no change of End User details at the NDM Supply Point and/or DM Offtake.

1.3.16 The GPRO will determine whether a meter read is required to support the *Change of End User Details Notification*.

A meter read will be required if the *Change of End User Details Notification* constitutes the termination of a contract between the Shipper and End User and the start of a new contract between the Shipper and a different End User (e.g. arising from a change of tenancy).

The Shipper will provide all required meter read(s) when submitting the *Change of End User Details Notification*. A meter read will not be required if the *Change of End User Details Notification* does not constitute the termination of a contract between the Shipper and End User, for instance, in the case of a change of End User contact details.

1.3.17 Where meter reads are required the GPRO will determine whether the Shipper has provided all required valid meter reads with the *Change of End User Details Notification*.

The following validation criteria will be applied to the meter reads:

- (a) The meter read is valid in accordance with the MDS Procedures; and
- (b) A meter read is provided for every Gas Point comprising the NDM Supply Point and/or DM Offtake that is subject to the change of End User.

1.3.18 The GPRO will not record the change of End User details on the Gas Point Register if the Shipper fails to meet the requirements of 1.3.17. In such a case, the GPRO will send a *Change of End User Rejection* to the Shipper. The GPRO will also indicate why the *Change of End User Notification* is invalid, specifying the invalid meter read and, where applicable, the reason. In such a case, there will be no change of End User details at the NDM Supply Point and/or DM Offtake.

1.3.19 The Shipper may resubmit the *Change of End User Details Notification* with all the required valid meter reads.

1.3.20 The GPRO will record the change of End User details on the Gas Point Register if all of the requirements of 1.3.17 are met. The GPRO will send a *Change of End User Acceptance to the Shipper*.

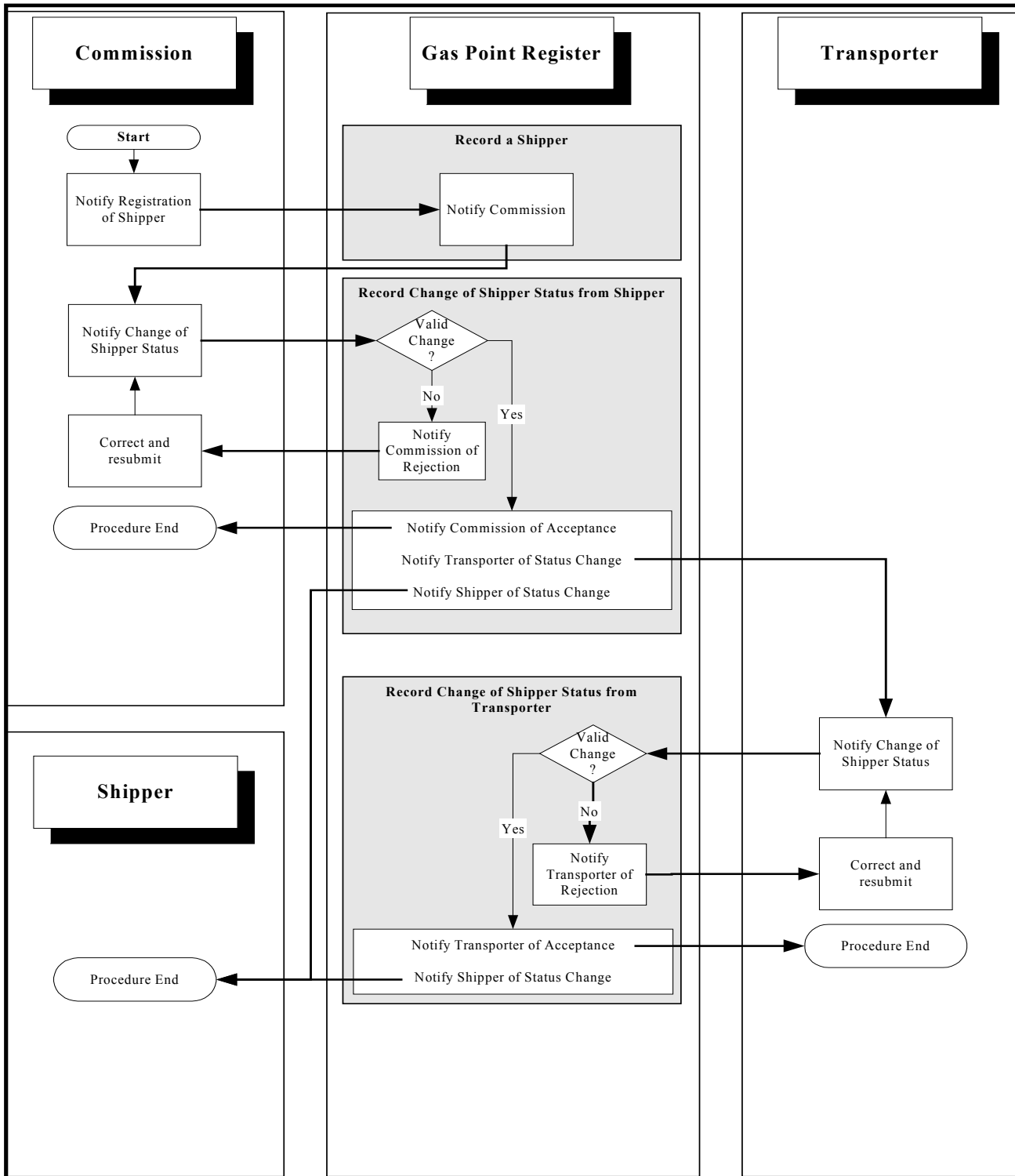
Maintain Supplier Details

- 1.3.21 A Shipper will notify the GPRO in a timely manner of information on Suppliers at all Gas Points within a NDM Supply Point and/or DM Offtake of which it is recorded as the Registered Shipper. The Shipper shall ensure that identical Supplier details are specified in respect of all Gas Points within a NDM Supply Point and/or DM Offtake.
- 1.3.22 The Shipper will submit a New Supplier Notification to the GPRO in order to record a new Supplier at all Gas Points within a NDM Supply Point and/or DM Offtake.
- 1.3.23 The GPRO will determine whether the *New Supplier Notification* is valid.
- The following validation criteria will be applied to the request:
- (a) The new Supplier is not recorded on the Gas Point Register; and
 - (b) The requesting Shipper has a status of *Active*.
- 1.3.24 The GPRO will send a *New Supplier Rejection* to the Shipper where the *New Supplier Notification* fails to meet the requirements of 1.3.23. In such a case, the new Supplier will not be recorded on the Gas Point Register. The GPRO will also indicate why the *New Supplier Notification* is invalid.
- 1.3.25 The GPRO will record the new Supplier on the Gas Point Register if the *New Supplier Notification* meets all of the requirements of 1.3.23. The GPRO will send a *New Supplier Acceptance* to the Shipper.
- 1.3.26 The Shipper will submit a *Supplier Details Change Notification* to the GPRO in order to change details associated with an existing Supplier.
- 1.3.27 The GPRO will determine whether the *Supplier Details Change Notification* is valid.
- The following validation criteria will be applied to the request:
- (a) The Supplier is recorded on the Gas Point Register as the Supplier at Gas Points within a NDM Supply Point and/or DM Offtake at which the Shipper is recorded as the Registered Shipper.

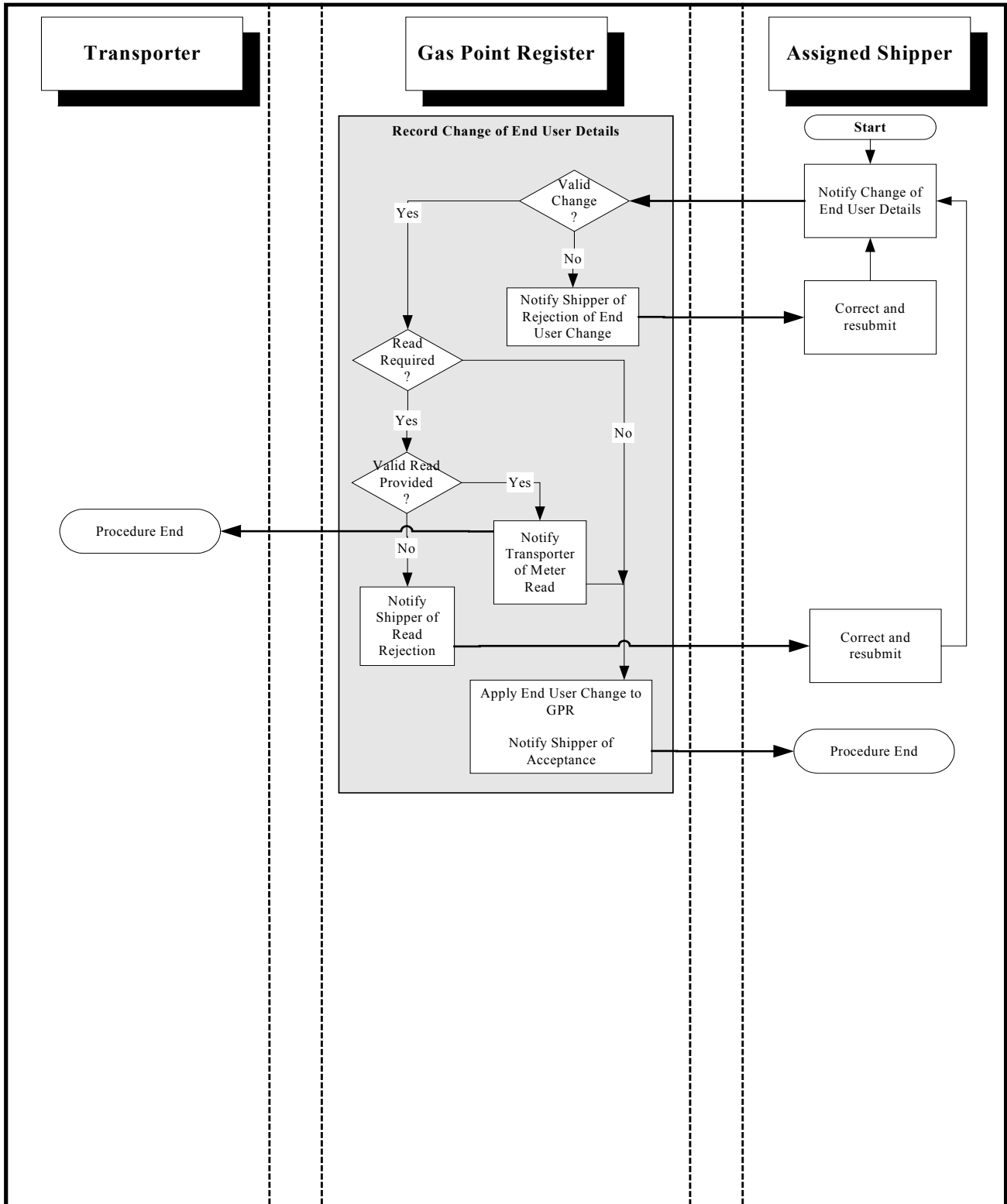
- 1.3.28 The GPRO will send a *Supplier Details Change Rejection* to the Shipper if the *Supplier Details Change Notification* fails to meet the requirement of 1.3.27. The changed Supplier details will not be recorded on the Gas Point Register. The GPRO will also indicate why the *Supplier Details Change Notification* is invalid.
- 1.3.29 The GPRO will record the changed Supplier details on the Gas Point Register if the *Supplier Details Change Notification* meet the requirement of 1.3.27. The GPRO will return a *Supplier Details Change Acceptance* to the Shipper.
- 1.3.30 The Shipper will submit a *Change of Supplier Notification* to the GPRO in order to record a change of Supplier at a NDM Supply Point and/or DM Offtake.
- 1.3.31 The GPRO will determine whether the *Change of Supplier Notification* is valid.
- The following validation criteria will be applied to the request:
- (a) The specified Gas Point is recorded on the GPR and is eligible for TPA;
 - (b) The requesting Shipper is the Registered Shipper at the Gas Point at the time of the notification;
 - (c) The specified Supplier is available for the Shipper to record as a Supplier of Natural Gas on the Gas Point Register; and
 - (d) The requesting Shipper has a status of *Active*.
- 1.3.32 The GPRO will send a *Change of Supplier Rejection* to the Shipper if the *Change of Supplier Notification* fails to meet all of the requirements of 1.3.31. The change of Supplier at the NDM Supply Point and/or DM Offtake will not be recorded on the Gas Point Register. The GPRO will also indicate why the *Change of Supplier Notification* is invalid.
- 1.3.33 The GPRO will record the change of Supplier at the NDM Supply Point and/or DM Offtake on the Gas Point Register if the *Change of Supplier Notification* meets all of the requirements of 1.3.31. The GPRO will send a *Change of Supplier Acceptance* to the Shipper.

1.4 Process Flow

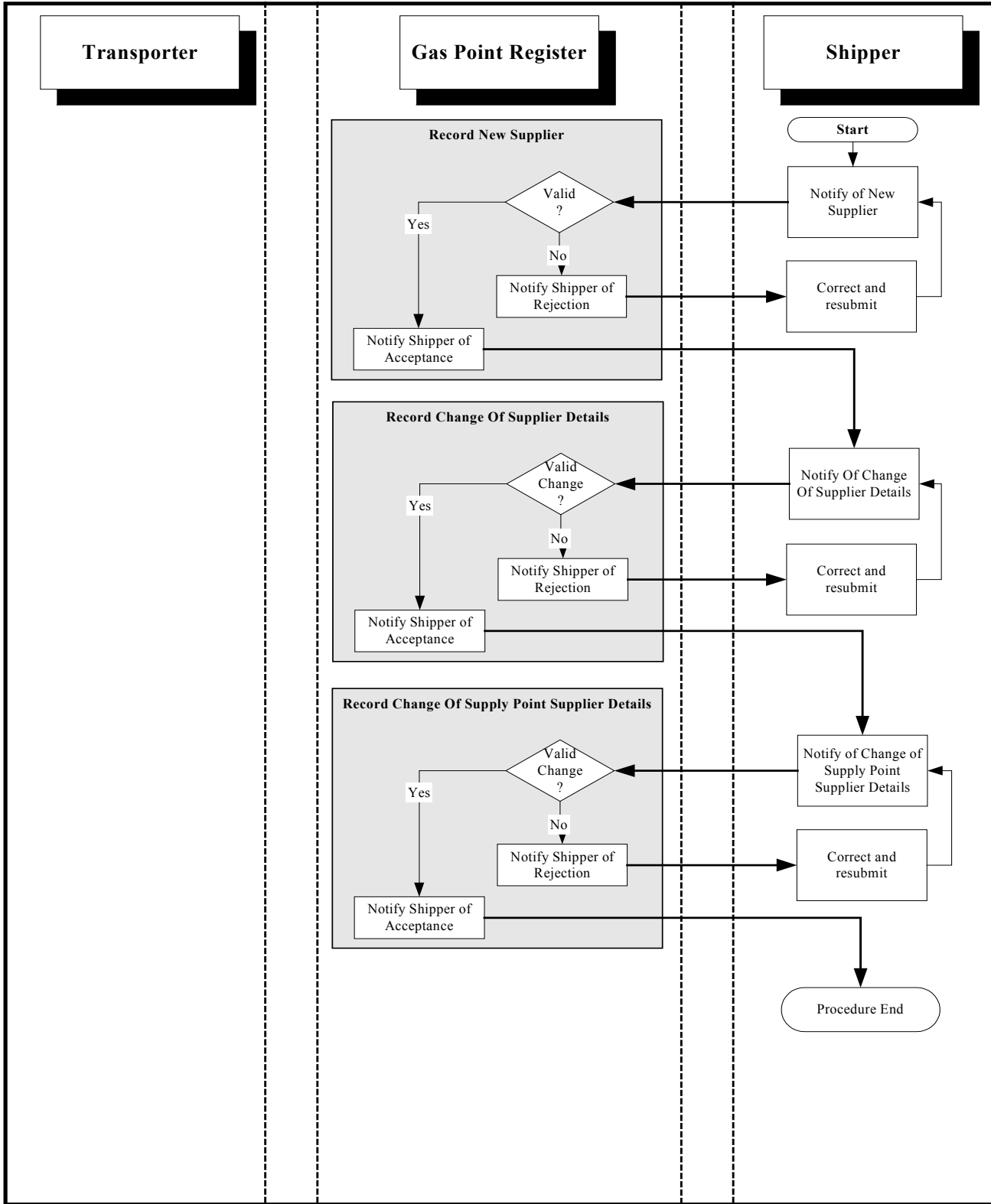
A diagrammatic representation of the procedure is set out below. This is included for ease of understanding and shall have no legal effect. In the event of a conflict between this section 1.4 and section 1.3, the provisions of section 1.3 shall prevail.



Procedure:	Data Provision	Prepared By:	BGT
Revision:	2.0	Release Date:	10th November 2004



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2 Change of Shipper (COS) for NDM Procedure

2.1 Scope / Purpose:

This Procedure will be known as the Change Of Shipper (COS) for NDM Procedure and will be applicable to NDM Supply Points eligible for Third Party Access (TPA).

The Change of Shipper (COS) for NDM Procedure shall govern the recording of change of registration of NDM Supply Points between Shippers on the Gas Point Register.

A Shipper shall comply with this Procedure to correct an erroneous COS registration within a sixty (60) Business Days of the date of the COS having been completed.

The Shipper wishing to be recorded at a NDM Supply Point will have responsibility for initiating the Procedure. The GPRO will manage the Procedure. When a Shipper initiates the COS for NDM Procedure, it may only do so with the prior written permission of the End User.

The Shipper may also request historical consumption data, which will be provided by the GPRO in accordance with this Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

2.2 Related Documentation:

- Unified Code of Operations - Part C, Section 6 (*Exit Capacity*), Section 7 (*Supply Point Capacity*)
- Unified Code of Operations Part F, Section 4, (*Gas Point Registration Operator*).

2.3 Procedure

2.3.1 An incoming Shipper may submit a *Request for Historical Consumption Data* to the GPRO.

2.3.2 The GPRO will determine whether the *Request for Historical Consumption Data* is valid

The validation criteria that will be applied to the request shall include the following:

- (a) The specified Gas Point is recorded on the GPR or has at some stage in the past been recorded and is eligible for TPA;
- (b) The specified End User is currently assigned to or subject to 2.3.2(e) has at some time in the past been assigned to the specified Gas Point;
- (c) The specified End User is assigned to the specified Gas Point throughout the date range specified in the request;
- (d) The incoming Shipper warrants to the GPRO that the prior written permission of the End User has been obtained; and
- (e) The request does not relate to a date or a date range prior to the 1st of October 2002.

2.3.3 The GPRO will send a *Request for Historical Consumption Data Rejection* to the incoming Shipper if the *Request for Historical Consumption Data* fails to meet the requirements of 2.3.2. The GPRO will also indicate why the *Request for Historical Consumption Data* is invalid. In such a case, the requested data shall not be provided to the incoming Shipper.

2.3.4 The GPRO will provide the historical consumption data for the End User at the relevant Gas Point to the incoming Shipper if the *Request for Historical Consumption Data* meets all of the requirements of 2.3.2. The GPRO will provide the historical consumption data requested within five (5) Business Days of receipt of the request.

2.3.5 The historical consumption data shall include the following:

- (a) End User details;
- (b) Gas Point Registration Number;
- (c) Supply Point Registration Number;
- (d) Meter number;
- (e) Band;
- (f) Connection type;
- (g) Annual Quantity (kWh);
- (h) Supply Point Capacity (kWh);
- (i) NDM Meter Read date; and

(j) Consumption (kWh).

2.3.6 An incoming Shipper wishing to be recorded at a NDM Supply Point at which another Shipper is recorded as the Registered Shipper will submit a COS Request to the GPRO one (1) Business Day prior to the effective date.

2.3.7 The GPRO will determine whether the COS Request is valid.

The validation criteria that will be applied to the request shall include the following:

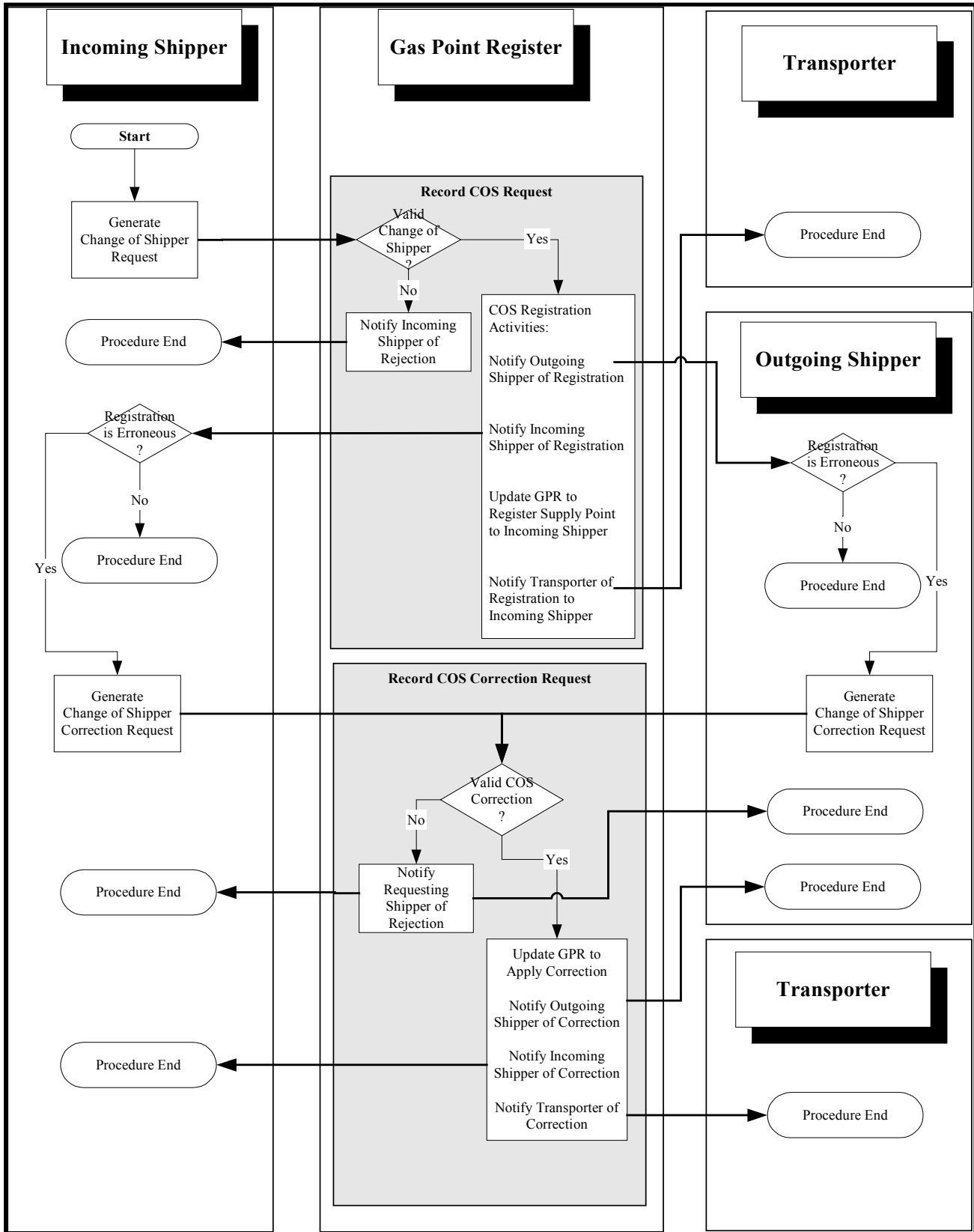
- (a) The incoming Shipper has a status that permits the submission of the COS Request;
- (b) The specified Gas Point is recorded on the GPR and is eligible for TPA;
- (c) A period of twenty (20) Business Days between COS registrations at the same NDM Supply Point has elapsed;
- (d) The Meter is connected;
- (e) End User details are provided;
- (f) Supplier details are provided;
- (g) There are no outstanding meter-related Siteworks requests;
- (h) The incoming Shipper is not the outgoing Shipper;
- (i) The type of COS NDM Meter Read required for each Gas Point is specified;
- (j) All COS NDM Meter Reads are dated for day of the COS Request;
- (k) The incoming Shipper warrants that it has received prior written End User consent to complete a COS Request;
- (l) A valid COS NDM Meter Read has been provided for every Gas Point comprising the NDM Supply Point;
- (m) The NDM Meter Read is valid in accordance with the MDS Procedures; and
- (n) The NDM Meter Read is greater than the previous NDM Meter Read (except in the case of a meter refit, in which case this paragraph 2.3.7 (n) shall not apply).

- 2.3.8 The GPRO will send a *COS Request Rejection* to the incoming Shipper if the COS Request fails to meet the requirements of 2.3.7. The GPRO will also indicate why the COS Request is invalid. There will be no change of registration applied to the NDM Supply Point.
- 2.3.9 The GPRO will record the change of registration of the NDM Supply Point from the outgoing Shipper to the incoming Shipper if the COS Request meets all of the requirements of 2.3.7. The registration will be effective from the NDM effective date.
- 2.3.10 The incoming Shipper may withdraw a COS Request on the day of the receipt, by the GPRO, of the COS Request.
- 2.3.11 The GPRO will notify the outgoing Shipper upon receipt of a COS request. The identity of the incoming Shipper will not be revealed. The GPRO will also notify the incoming Shipper, outgoing Shipper and Transporter of the completion of the COS Request on the NDM effective date.
- 2.3.12 On receipt of notification of the completion of a COS request the Transporter shall cancel any Change of Configuration at the NDM Supply Point (not associated with or related to the processing of the same COS Request) that it is planning to carry out for the outgoing Shipper.
- 2.3.13 The incoming or outgoing Shipper will submit a *COS Correction Request* to the GPRO if the COS registration is subsequently discovered to be erroneous by the incoming Shipper and/or the outgoing Shipper.
- 2.3.14 The GPRO will determine whether the *COS Correction Request* is valid.
- The validation criteria that will be applied to the request shall include the following:
- (a) The specified Gas Point is recorded on the GPR and is eligible for TPA;
 - (b) The meter is connected;
 - (c) The requesting Shipper is the previous or current Registered Shipper assigned to the Gas Point;
 - (d) The requesting Shipper warrants that they have the consent of the other Shipper to proceed with a COS correction;
 - (e) The recorded status of the previous Shipper would permit the submission of a *COS Correction Request*;
 - (f) The NDM Supply Point configuration is the same as at the time of the original COS;

- (g) The maximum period of sixty (60) Business days that may elapse between a COS and a *COS Correction Request* is not be exceeded;
 - (h) A bona fide reason is provided in support of the *COS Correction Request*;
 - (i) The COS number of the original COS is provided; and
 - (j) The End User at the NDM Supply Point is the same as at the date of the COS that is being corrected.
- 2.3.15 The GPRO will send a COS Correction Request Rejection to the Incoming or Outgoing Shipper responsible for submitting the request if the COS Correction Request fails to meet the requirements of 2.3.14. The GPRO will also indicate why the COS Correction Request is invalid. There will be no correction recorded to the COS.
- 2.3.16 The GPRO will correct the COS by change of registration of the NDM Supply Point from the incoming Shipper (at the date of the original COS Request) to the outgoing Shipper (at the date of the original COS Request) if the *COS Correction Request* meets all of the requirements of 2.3.14. The correction will be effective from the NDM effective date.
- 2.3.17 The GPRO will notify the incoming Shipper, outgoing Shipper and Transporter by the end of the Gas Day to which the request relates.
- 2.3.18 The GPRO will keep a record of the initial COS Request and the processes related to the *COS Correction Request*.
- 2.3.19 On receipt of notification of the completion of a *COS Correction Request* the Transporter shall cancel any Change of Configuration at the NDM Supply Point (not associated with or related to the processing of the same *COS Correction Request*) that it is planning to carry out for the outgoing Shipper.

2.4 Process Flow

A diagrammatic representation of the procedure is set out below. This is included for ease of understanding and shall have no legal effect. In the event of a conflict between this section 2.4 and section 2.3, the provisions of section 2.3 shall prevail.



Procedure:	Change of Shipper for NDM	Prepared By:	BGT
Revision:	2.0	Release Date:	10th November 2004

3 Change of Shipper (COS) for DM Procedure

3.1 Scope / Purpose:

The Change of Shipper (COS) for DM Procedure shall govern the recording of the change of registration of DM Offtakes between Shippers on the Gas Point Register. (A DM Offtake means either a DM Supply Point connected to the Distribution System or a Transmission Connected DM Exit Point connected to the Transmission System.)

The Shipper wishing to be registered at a DM Offtake will have responsibility for initiating the Procedure. The GPRO will manage the COS for DM Procedure. When a Shipper initiates the COS for DM Procedure, it may only do so with the prior written permission of the End User.

The Shipper may also request historical consumption data, which will be provided by the GPRO in accordance with this Procedure.

This Procedure will be known as the Change of Shipper (COS) for DM Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

3.2 Related Documentation:

- Unified Code of Operations - Part C, Section 6 (*Exit Capacity*), Section 7 (*Supply Point Capacity*)
- Unified Code of Operations Part F, Section 4, (*Gas Point Registration Operator*).

3.3 Procedure

- 3.3.1 An incoming Shipper may submit a *Request for DM Historical Consumption Data* to the GPRO.
- 3.3.2 The GPRO will determine whether the *Request for DM Historical Consumption Data* is valid.

The validation criteria that will be applied to the request shall include the following:

- (a) The specified DM Offtake is recorded or subject to 3.3.2(e) has been recorded in the past;
 - (b) The specified End User is currently assigned to or subject to 3.3.2(e) has at some point in the past been assigned to the specified DM Offtake in the past;
 - (c) The specified End User is assigned to the specified DM Offtake throughout the period for which historical consumption data is requested;
 - (d) The incoming Shipper warrants to the GPRO that the prior written permission of the End User has been obtained; and
 - (e) The request does not relate to a date or date range prior to the 1st of January 2003.
- 3.3.3 The GPRO will send a *Request for DM Historical Consumption Data Rejection* to the incoming Shipper if the request fails to meet the requirements of 3.3.2. The GPRO will also indicate why the *Request for DM Historical Consumption Data* is invalid. In such a case, the requested data shall not be provided to the incoming Shipper.
- 3.3.4 The GPRO will send the DM historical consumption data for the End User at the relevant DM Offtake to the incoming Shipper if the *Request for DM Historical Consumption Data* meets all of the requirements of 3.3.2. The GPRO will provide the historical consumption data requested within five (5) Business Days of receipt of the request.
- 3.3.5 The historical consumption data shall include the following data items:
- (a) End User details;
 - (b) Gas Point Registration Number;
 - (c) Supply Point Registration Number;
 - (d) Connection type;
 - (e) Annual Quantity (kWh);

- (f) Supply Point Capacity (kWh);
- (g) Meter read date; and
- (h) Consumption (kWh).

3.3.6 An Incoming Shipper wishing to be registered at a DM Offtake at which another Shipper is registered as the Registered Shipper will submit a DM COS Request to the GPRO.

3.3.7 The GPRO will determine on receipt whether the DM COS Request is valid.

The validation criteria that will be applied to the request shall include the following:

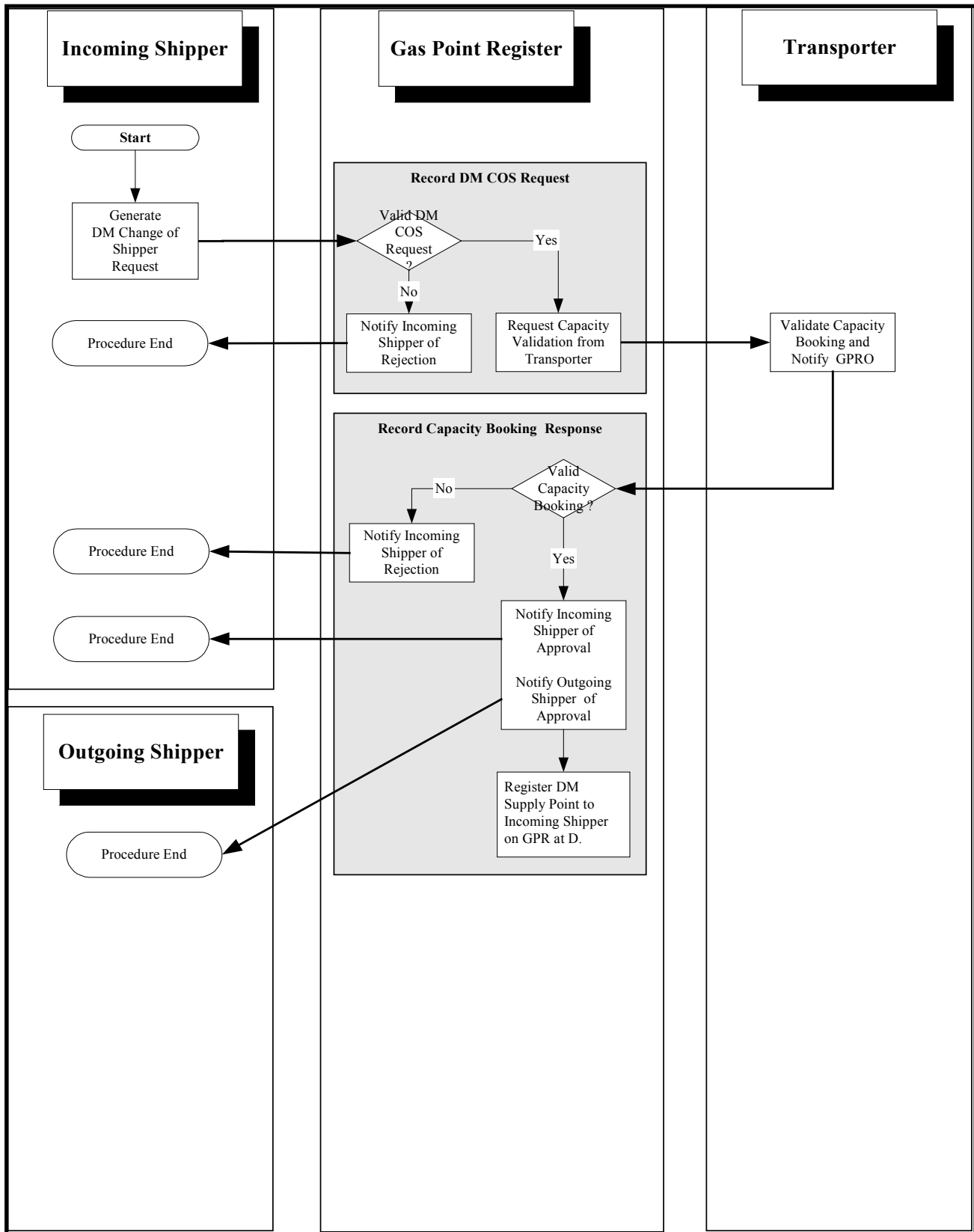
- (a) The Incoming Shipper has a status that permits the submission of the COS Request;
- (b) The specified DM Offtake is recorded on the GPR;
- (c) End User details are provided;
- (d) The incoming Shipper is not the outgoing Shipper;
- (e) The Incoming Shipper warrants to the GPRO that the prior written permission of the End User has been obtained;
- (f) There is no COS Request outstanding for the DM Offtake;
- (g) The DM Exit Capacity is at least 1 kWh;
- (h) For a Supply Point connected to the Distribution System the Shipper is deemed to have reserved Supply Point Capacity as determined by the Transporter in addition to the associated level of DM Exit Capacity;
- (i) The requested DM effective date is valid. DM effective date will be on the first day of the calendar month; and
- (j) The request is submitted ten (10) Business Days prior to the effective date.

3.3.8 The GPRO will send a *DM COS Request Rejection* to the incoming Shipper ten (10) Business Days prior to the effective date if the request fails to meet the requirements of 3.3.7. The GPRO will also indicate why the DM COS Request is invalid. There will be no COS registration recorded to the DM Offtake.

- 3.3.9 Where the DM COS Request meets the requirements of 3.3.7 the GPRO will request that the Transporter carry out validation of the relevant Shipper's application for DM Exit Capacity. The Transporter will determine whether the relevant Shippers application for DM Exit Capacity is valid in accordance with the Part C, Section 6.5 of the Code
- 3.3.10 The GPRO will send a *DM Capacity Booking Rejection* to the incoming Shipper (10) Business Days prior to the DM effective date if the Transporter rejects the relevant application for DM Exit Capacity. The GPRO will also indicate why the DM Capacity booking is invalid (provided if is so informed by the Transporter). There will be no COS registration applied to the DM Offtake.
- 3.3.11 Where the relevant application for DM Exit Capacity is accepted by the Transporter, the Transporter shall cancel any Change of Configuration at the DM Offtake (not associated with or related to the processing of the relevant COS Request) that it is planning to do for the outgoing Shipper.
- 3.3.12 The GPRO will send a *DM COS Acceptance* to the incoming Shipper ten (10) Business Days prior to the effective date if the relevant application for DM Exit Capacity is accepted by the Transporter. The GPRO will also notify the outgoing Shipper of the *DM COS Acceptance* ten (10) Business Days prior to the effective date.
- 3.3.13 The Transporter will charge for the provision of a physical meter read on the COS Date where such a read is requested by the incoming Shipper/outgoing Shipper.
- 3.3.14 The GPRO will record on the GPR the COS at the DM Offtake from the outgoing Shipper to the incoming Shipper with effect from the DM effective date.

3.4 Process Flow

A diagrammatic representation of the procedure is set out below. This is included for ease of understanding and shall have no legal effect. In the event of a conflict between this section 3.4 and section 3.3, the provisions of section 3.3 shall prevail.



Procedure:	Change of Shipper for DM	Prepared By:	BGT
Revision:	2.0	Release Date:	10th November 2004