

NTS Exit Reform

External System User Guidelines

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Please Note: This document has been provided to give guidance regarding the operation of Gemini Exit, which is part of the UK Link systems with respect to the processes as detailed in the UNC. Every effort has been made to ensure that the information contained within it is correct. However if there is a conflict with National Grid's Gas Transporter Licence in respect of the NTS('the Licence'), or the Uniform Network Code ('UNC'), then the Licence or UNC shall prevail

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Introduction

National Grid provides a network of pipelines to Shippers. These pipelines enable Shippers to supply gas to their customers. They are known as Business Associates (BAs) or business partners of National Grid and, dependant on the nature of business transactions, are categorised into different types as explained in the table below.

Shipper	Shippers
BAL MARGINS	Balancing Margins Manager
BAL OPERATOR	Balancing Margins Operator
CLAIMS VAL AG	Allocation Agent Claims Validations Agents
ENDUSER WITH BC	End User with Bilateral Contract
ENDUSER DOU	End User with Deed of Undertaking
GAS TRADERS	Gas Traders
INTER CONN AG	Inter Connector Agent
LNG MANAGER	National Grid LNG Manager
NOM AGENT	Nomination Agent
STORAGE OP	Storage Operator
National Grid	National Grid Transmission and Trading

Facilities offered by National Grid to its customers that do not result in direct payment are known as Services. These are classified as **Entry; Energy Balancing; Invoicing** and **Exit**. The Services are also divided into Sub-Services and these are the facilities that are available for the Business Associate or Shipper. The sub services associated with the Exit system are as follows:

NTS Exit Booking	
NTS Exit Transfer	National Grid provides contracts to Shippers
NTS Exit Assignment	Gas flow maintained
NTS Exit Overrun	

NTS Exit Zones are defined areas of the National Transmission System (NTS) comprising a number of NTS Exit Points. The boundaries of these are defined by distinct pressure boundaries relating to the geographical location of the compressors, regulators and multi junctions connected to the NTS.

The purpose of this document is to provide details and instructions for the main processes conducted within the Gemini Exit System. The document covers the following areas;

- Reporting;
- Long Term Applications;
- Short Term Auctions; and
- Constraints.

Please Note: All data contained within the screen shots is purely fictional taken from test environments.

As you go through the document you will see that some of the screen shots have blue banners which have been taken from testing environments. Some of the example screen shots have been taken from different phases of the project, when the banners were 'blue', however the final phase of the project introduced 'green' banners. Therefore, when you go into Production all screens will have green banners only.

Accessing the system

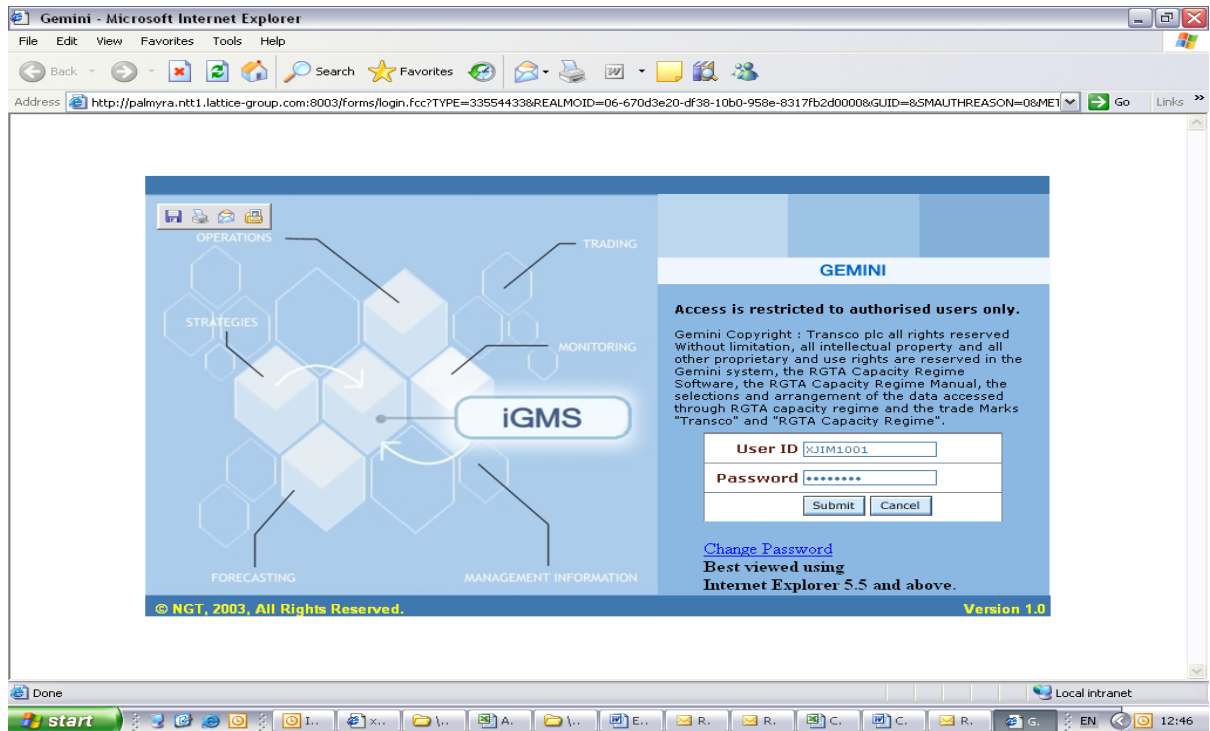
The new NTS Exit Reform system is paired with the existing Gemini system and as such is accessed via the Gemini menu page.

Users should open Internet Explorer and enter the Citrix URL as detailed in the Gemini 2013 Guide to Connectivity V1 dated 28th August 2013. This Guide is available via the following link:

<http://www.xoserve.com/index.php/our-systems/gemini/gemini-technical-publications/>

Once a Citrix connection is established, click on the **Gemini Production** icon.

- The Gemini Log In screen will be displayed.



- Enter your Gemini **User ID** and **Password** in the relevant boxes.
- Click on the **Submit** button.
- The Gemini System Menu will be displayed.



- To access the NTS Exit Reform system click on the **Gemini Exit** button.
- The homepage for the **Gemini Exit Reform** system will be displayed.



Gemini Exit Home Screen

Points to Remember

If you cannot see the Gemini Exit Button or your role within the system is 'read-only', you will need to request access or amendment via your Local Security Officer (LSO). The LSO should then contact the Xserve Customer Lifecycle team on your behalf (customerlifecycle.spa@xserve.com).

If there is a period of one month where your account is not used and inactive, your password will need to be reset the next time you use the system. It is advised that you log into the system at least once per month.

List of Abbreviations

AFLEC	Annual NTS Exit Flat Capacity
ADEFLEC	Ad-hoc Decrease Enduring NTS Exit Flat Capacity
AIEFLEC	Enduring Ad-hoc Increase Flat Exit Capacity
EAFLEC	Enduring Annual Flat Exit Capacity
EXBB	Exit Flat Capacity Buyback Contract
DADNEX	Day Ahead Daily NTS Exit (Flat) Capacity
WDDNEX	Within Day Daily NTS Exit (Flat) Capacity
DONEX	Daily Off-peak NTS Exit (Flat) Capacity
DBNEX	Daily Buyback NTS Exit (Flat) Capacity
MoS	Method of Sale
WAP	Weighted Average Price
OFR	Off-take Flow Reduction
DN	Distribution Network
BA	Business Associate
OCF	Off-peak Curtailment Factor
LSO	Local Security Officer
OPN	Offtake Profile Notice

Gemini NTS

Exit Reform

Chapter Two

Introduction to Processes

2 Introduction to Long Term Applications and Short Term Auctions

2.1 Request Types (Long Term)

Before placing a request it is advised that you take note of the following information

2.1.1 Enduring Annual Flat Exit Capacity (EAFLEC) - Increase Request

The minimum increase by quantity in an application window is 100,000kwh. Only one increase request can be placed, per NTS Exit Point, per increase start date, per Application window. Where a new increase request overlaps with an existing decrease request that has not been allocated, the decrease request will be allocated first followed by the increase request. When you place a request a warning message will be displayed asking if you wish to continue. An increase request that overlaps with an allocated decrease request for the same period cannot be placed. Where a new increase request is placed and the commitment period contains an unallocated decrease request, the decrease request may be rejected and a warning message will be displayed. An increase request cannot be placed where the Commitment Period for that request would overlap with a previously allocated decrease request.

2.1.2 Enduring Annual Flat Exit Capacity (EAFLEC) - Decrease Request

The decrease start date must not be earlier than the date set by the Default Reduction Notice Parameter and must be the start of a month. The Decrease To value cannot be greater than your entitlement for the Decrease Start Date. Where a new Decrease Request overlaps with an earlier Increase Request for the same period that has not been allocated, the decrease will be allocated prior to the Increase Request. A warning message will be displayed asking if you wish to continue. A Decrease Request that overlaps with an allocated Increase Request for the same period cannot be placed

2.1.3 Annual NTS Exit Capacity (AFLEC) Requests

National Grid NTS will issue an invitation letter via the Joint Office and web fax giving you 28 days prior to the application window. Applications may only be made on business days within the July application window. The National Grid Capacity team will allocate requests and the results will be published on the dates specified in the invitation letter. Applications previously entered can be withdrawn or modified in the same Application window.

2.1.4 Ad-hoc Increase Application (AIEFLEC) Requests

Ad-hoc requests can be made between 1st October and 30th June in any Gas Year. You can apply for up to 4 separate tranches, the first gas flow must not be earlier than 6 months from the date of application or later than the default delivery date. The total requested capacity (including all tranches) should be equal to at least 1GWh or 125% of NTS Exit Point baseline capacity at the relevant NTS Exit Point. National Grid NTS will accept receipt of the application after which an offer must be made within 15 days if no works are required. If it is believed that works will be required, National Grid will respond within 90 days or more if both parties agree.

The offer will specify the following:

- The Offer must be accepted by a User within 30 calendar days. Within 10 days of acceptance National Grid will publish the results; and
- The Capacity Registration Date.

Once received the Offer must be accepted within 30 calendar days

National Grid NTS will publish the incremental quantity allocated within 10 days. If an Ad-hoc Increase request has already been placed for an NTS Exit Point, a second request by the same company can only be placed once the first request has been allocated and closed. Once an Ad-hoc request has been placed it cannot be modified. The existing request should be withdrawn and a new request placed prior to National Grid accepting the initial request. An Increase request that overlaps with an allocated decrease request for the same period cannot be placed. Where a new Increase request is placed and the Commitment Period contains an unallocated Decrease request, the Decrease request

may be rejected and a warning message will be provided to the User. An Increase request cannot be placed where the Commitment Period for that request would overlap with a previously allocated Decrease request.

2.1.5 Ad-hoc Decrease Application (ADEFLEC) Requests

National Grid NTS will invite Users to submit requests for reductions and this may occur if an ad-hoc increase has been received. This request can be submitted outside the Reduction Application Window. This invitation will specify:

- When you can submit a reduction request for a particular NTS Exit Point(s);
- The earliest date for which reductions are being sought (this will always be the first of any month);
- The date when you will be notified of the outcome (hence the fixed lead time parameter would not be applicable).

You will be able to submit one decrease request per NTS Exit Point; however National Grid NTS may override the information submitted in the request. The requested capacity figure can be amended anywhere between the minimum figure and what you have requested. National Grid may accept an offer either in whole or in part. If your request is accepted your ongoing User Commitments at that particular NTS Exit Point, from the effective start date, will be reduced by the amount that has been allocated. Allocation of ad-hoc decrease requests will not be performed in conjunction with any increase requests in the same application. However you should note that there can be a separate increase application process occurring at the same time for the same period.

2.1.6 Exit Flat Capacity Buyback Contract

National Grid NTS can enter into a Buyback of Firm NTS Exit Flat Capacity with you for a period of one or more continuous gas days via a contract tendering process. All active external Users within the system and selected by National Grid NTS are known as eligible Users and are allowed to submit an offer under the tendering process. They will then be able to view and accept the terms and conditions of the contract that are detailed within the system. National Grid NTS can issue an Invitation to Tender (ITT) any time. A single Buyback contract can include tenders for one or more contract types (see below) at one or more NTS Exit point(s).

Buyback contracts are categorised into Forwards or Options.

- Forwards contracts allow you to offer back to NG Transmission a quantity of Firm NTS Exit Flat Capacity for all gas days within a specified period. The specified price will be in p/kWh/day.
- Options contracts allow you to offer back to NG Transmission a quantity of Firm NTS Exit Flat Capacity for a predefined number of gas days within a specified period. The specified prices are:
 - Premium – this is the price (p/kWh/day) payable for each of the pre-defined number of gas days specified for a particular Options contract; and
 - Exercise – this is the price (p/kWh/day) payable for each gas day where the Buyback is exercised and utilised by National Grid NTS for a particular Options contract.

Please Note: for more information on placing your requests; adding, modifying or withdrawing requests please refer to [Chapter 4](#).

2.1.7 DN Adjustment Window

This facility is only available to Distribution Networks (DN) Operators and the window enables DNs to submit adjustments or withdraw requests placed during the original July application. Additionally DNs will be able to add a new request if required. These requests are submitted during a defined 10 business day period after the closure of the Application Window but before allocation. The precise dates are notified when the Application is published. Once adjustments are submitted they are subject to validations and are either approved/modified or rejected.

2.2 Long Term Applications – Table

NTS Exit Flat Capacity; NTS Exit Flat Capacity Off-peak Primary and NTS Exit Flat Capacity Firm Derived are the Products that are offered to the External Users. The Method of Sale (MoS) is the name given to the long term application process through which capacity is sold or bought. Long Term Applications available to you are detailed in the table below:

Application Type (Method of Sale (MoS))	Details	Product Period	Allocation Time
EAFLC - Enduring Annual Flat Exit Capacity	Increase or Decrease the 'evergreen' Enduring Firm NTS Exit (Flat) Capacity right	Enduring Increase Starting Yr+4 Yr+5 Yr+6 Enduring Decrease Starting at 1 st of any month from Oct Yr+2	Application Window is July allocated by 30 th September Y
AFLEC - Annual NTS Exit Flat Capacity	Distinct 12 month Firm Exit Capacity tranche covering an entire Gas Year	Covers 1 whole year Yr+1 Yr+2 Yr+3	Application Window is July allocated by 30 th September Y
AIFLEC - Enduring Ad-hoc Increase Flat Exit Capacity	Increase the 'evergreen' Firm NTS Exit (Flat) Capacity right	Enduring Increase Starting M+6 to October Yr+6	Ad-hoc Application Window initiated by Shipper
ADEFLEC - Ad-hoc Decrease Enduring NTS Exit Flat Capacity	Decrease of Enduring Firm Exit Capacity, only initiated by National Grid NTS in relation to another Ad-hoc increase request	Reduce from the 1 st of any month as requested by National Grid NTS	Ad-hoc Application Window initiated and allocated by National Grid NTS
EXBB - Exit Flat Capacity Buyback Contract	A contract entered into with National Grid NTS - these can be Forward or Options Contracts	Contracts entered into can cover a period of one or more continuous gas days	National Grid NTS can issue invitations at any time of the year.

2.3 Request Types (Short Term)

There are four types of daily auction where you may want to place requests, these are;

2.3.1 Day Ahead Daily NTS Exit (Flat) Capacity – (DADNEX)

Unsold Long Term NTS Exit Flat Capacity can be rolled over and made available within the short term auction process. This daily auction process enables National Grid NTS the ability to sell all remaining available NTS Exit Flat Firm Capacity (unsold baseline; obligated incremental and non obligated incremental).

The auction will allow National Grid to process bids for each gas day and the results will be published to you on a daily basis. You can submit up to 10 bids for an NTS Exit Point for each gas day and this can be done 7 days in advance from 06:00 hours until D-1 at 14:00 hours. The allocation will then start at 15:00 hours on D-1.

This auction also gives you the option to carry over any unallocated Day Ahead bids through to the Within Day auction. The system will roll over any unallocated bids only if you have chosen to do so by checking the 'transfer' box. If you do not do this than any unallocated bids will automatically be rejected. Once the bids have rolled over they are then subject to the within day process whereby allocations are made at various times throughout the day.

2.3.2 Within Day Daily NTS Exit (Flat) Capacity – (WDDNEX)

This is another type of ‘sell’ auction and, as the title suggests, these are held within the gas day. Requests are captured from D-1 @14:00 hours until D0 at midnight. The allocation times are 08:00; 14:00; 18:00; 22:00 and 01:00 hours, however auctions can also be initiated at any other time within the gas day.

2.3.3 Daily Off-peak NTS Exit (Flat) Capacity – (DONEX)

This auction works on the same principles as DADNEX; however this process enables you to submit bids for NTS Exit Flat Capacity Off-peak. This capacity can also be subject to a scale back whereby a restriction (%) is placed on what you will be entitled to flow. For example if you are entitled to flow 200,000 kWh of which 100,000 kWh is firm capacity and 100,000 kWh is off peak capacity, if National Grid applies a constraint of 40% for 06:00 hours you will only be allowed 160,000 kWh – this will mean you can only have 100,000 kWh firm and 60,000 kWh Off peak capacity.

2.3.4 Daily Buyback NTS Exit (Flat) Capacity – (DBNEX)

This process is initiated by National Grid NTS whereby you will be invited to submit offers to surrender your available NTS Exit Firm Capacity for a specified NTS Exit Point and gas day. You will be able to submit offers seven days in advance, 06:00 D-7, until 02:00 hours on D-0. National Grid will then allocate no earlier than 15:00 hours on D-1 and no later than 03:00 hours on D-0. If you have an offer accepted, National Grid NTS will pay a surrender/exercise charge and this will be equal to the accepted offer/option quantity multiplied by the accepted offer/exercise price of your offer/option.

Please Note: for more information on placing your requests; adding, modifying or withdrawing requests please refer to [Chapter 4](#).

2.4 Daily Short Term Auctions – Table

National Grid NTS will initiate auctions for D-1 (Day Ahead) and D0 (Within Day).

Auction Type (Method of Sale (MoS))	Buy or Sell Auction	Requests captured from	Requests captured until	Auction Allocation Times	Full Product Name
DADNEX	Sell	D-7 @ 6:00hrs	D-1 @ 14:00hrs	D-1 @ 15:00hrs	NTS Exit Flat Capacity Firm Primary
WDDNEX	Sell	D-1 @ 14:00hrs	D0 @ 00:00hrs	D0 @ 08:00, 14:00, 18:00, 22:00 and 01:00hrs **	NTS Exit Flat Capacity Firm Primary
DONEX	Sell	D-7 @ 6:00hrs	D-1 @ 14:00hrs	D-1 @ 15:00hrs	NTS Exit Flat Capacity Off-peak
DBNEX	Buy	D-7 @ 6:00hrs	D0 @ 02:00hrs	As required based on strategy	NTS Exit Flat Capacity Firm Derived

**Daily WDDNEX auctions are processed at the times stated, but can be initiated at any other time within the Gas Day with one hours notice.

2.5 Status

As you work through the screens you will see a number of different statuses. The table below details the status you will see against the particular transactions you are taking part in.

Status	Detail (For)
New	Auctions/Applications
Draft	Assignment Registrations
Allocated	Auctions/Applications
Withdrawn	Auctions/Applications; Transfers; Assignment Registrations
Registered	Transfers; Assignment Registrations
Approved	Assignment Registrations
On Hold	Assignment Registrations
Accepted	Transfers; Ad-Hoc Offers; Assignment Registrations
Rejected	Transfers; Assignment Registrations
Timed Out	Transfers; Assignment Registrations
Confirmed	Transfers
Cancelled	Transfers
Invalid	Transfers
Published	Ad-Hoc Offers