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 Connecter 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.
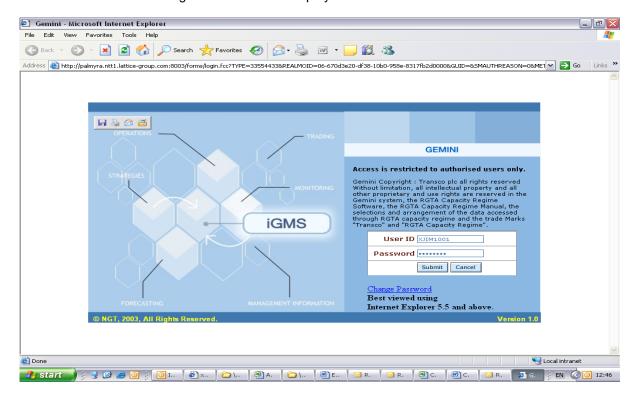
Accessing the system

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.

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- 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

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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 Xoserve Customer Lifecycle team on your behalf (customerlifecycle.spa@xoserve.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

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Gemini Exit

Chapter 6

OCS/OPS Requests

6   Introduction to OCS/OPS Process

This menu option is available only during the 'Annual Application Window' (1st July – 31st July) or the 'DN Adjustment Window' (No later than 15 Business Days following the last Day of the Annual Application Window for a period of 10 Business Days).

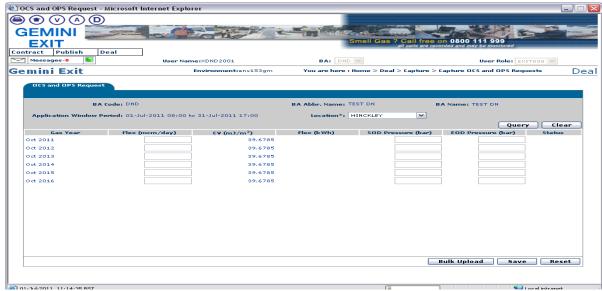## 6.1   Submitting OCS and OPS Request Information

The Navigation Path for this screen is:

Home>Deal>Capture>Capture OCS and OPS Requests.

Please Note: **your BA Code and associated BA Abbr. Name and BA Name will be automatically populated from your log on into the system. This is a read only field.**

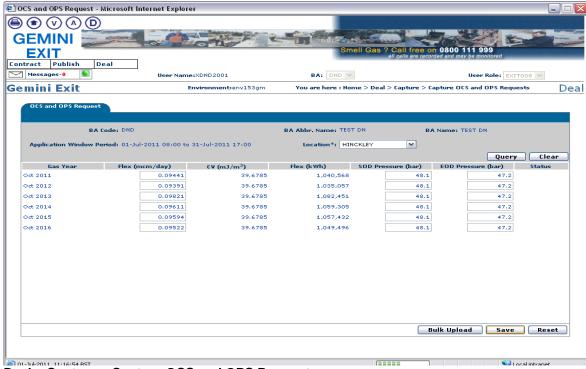Select the relevant Location.

Click **Query**.

Deal – Capture – Capture OCS and OPS Requests

If data has previously been saved for the relevant gas years then these values will be displayed otherwise the editable fields will be blank. You can either enter the data directly into the screen or you can upload the data via the Bulk Upload facility.

To enter data directly into the screen click into each box in each row and enter the relevant value. Once you enter a value for "Flex (mcm/day)" the system automatically calculates the corresponding "Flex (kWh)" value.
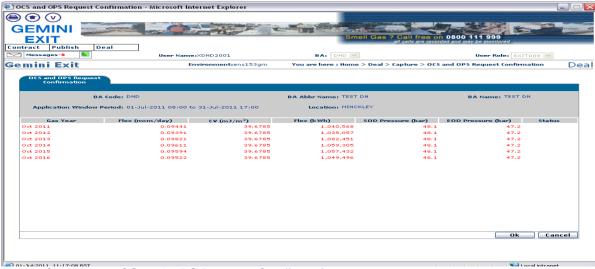
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Deal – Capture – Capture OCS and OPS Requests

Once all relevant data has been entered click on **Save**.

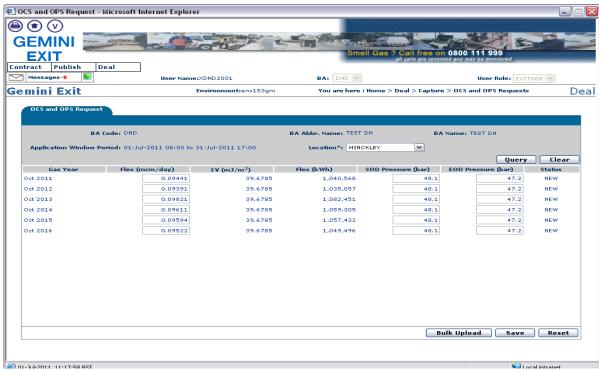The OCS and OPS Request Confirmation screen will be displayed.

Any data that you have amended/added in the previous screen is shown in red font in this screen.

Deal – Capture – OCS and OPS Request Confirmation

To confirm the data click **ok**. The **OCS and OPS Request** screen will be displayed and you will note that each record now has a status against it.

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Deal – Capture – Capture OCS and OPS Requests

To amend the data you will need to click into the relevant box and enter the new value. You can then repeat steps detailed above.
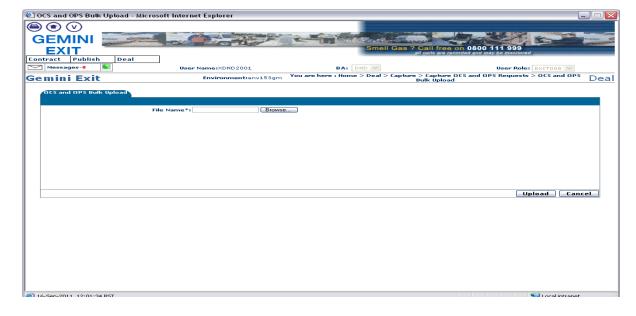
Once the July application window has closed and National Grid has verified the data and performed its initial allocation you will be able to view the interim report.

6.2   Submitting OCS and OPS Request Information (during DN Adjustment Window)

In order for you to submit an OCS/OPS request during the DN Adjustment Window you need to access the **OCS and OPS Request** screen detailed above.

You will then need to select the relevant Location and click **Query**.

To amend the data you can either enter the data directly into the screen or you can upload the data via the Bulk Upload facility. In order to use this facility firstly click on the **Bulk Upload** button and the relevant screen will be displayed
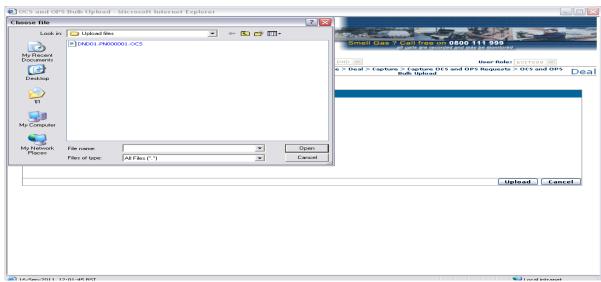
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Deal – Capture – Capture OCS and OPS Requests – OCS and OPS Bulk Upload
Once you have accessed the front screen you will see the option to **upload** a file.

Please note this needs to be a csv file in the correct file format and naming convention. More information is available to you in the supplementary documentation that supports the UK Link Manual. If you require more information please contact the customer lifecycle team.

Click **Browse**.

A dialogue box will be displayed that will allow you to retrieve your saved file to be uploaded. This is a mandatory field and you must enter comments in this box. Locate the file; select it and click on **Open**.
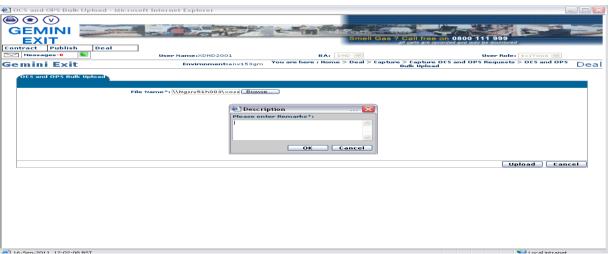

Opening a File

You should now see that the file you selected is displayed in the **File Name** field.
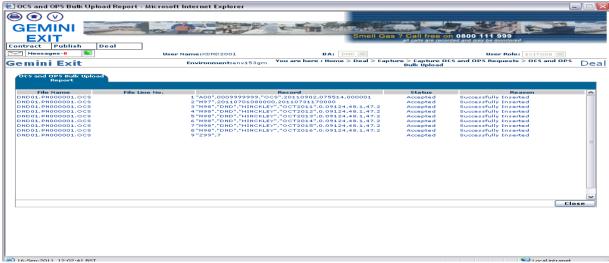
Click **Upload**.

A pop up will be displayed allowing you to record remarks. Enter any remarks and then click **ok**.

Bulk Upload

The **OCS and OPS Bulk Upload** screen will be displayed. This identifies to you whether the data has been successfully uploaded.
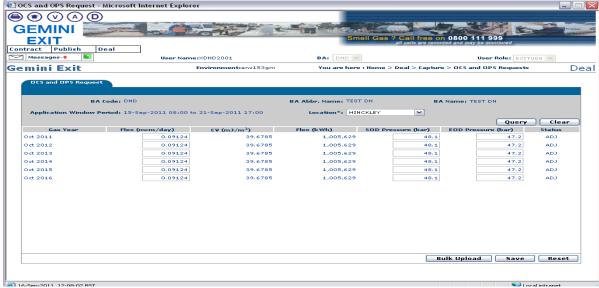
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Bulk Upload

Click **Close**

Click **Cancel**.

The **OCS and OPS Request** screen will be displayed showing the new values that have been uploaded via the Bulk Upload facility. Each record now has a status of "**ADJ"** to show that it has been adjusted.

Click **Save**.

Deal – Capture – Capture OCS and OPS Requests

Once the DN Adjustment window has closed and National Grid has verified the data and allocated the requests you will be able to view the final report

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