

# DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured  

Xoserve to fill out all of the information in the sections coloured  

## A1: General Details

Change Reference:	XRN 5582		
Change Title:	Energy Invoice Upload from UK Link to Gemini		
Date Raised:	26/01/2024		
Sponsor Representative Details:	Organisation:	Xoserve	
	Name:	Emma Smith	
	Email:	Emma.smith@xoserve.com	
	Telephone:	01212 292 194	
Xoserve Representative Details:	Name:	Beth Picton	
	Email:	Beth.picton@correla.com	
	Telephone:	07854383714	
	Business Owner:	Brendan Gill	
Change Status:	<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

## A2: Impacted Parties

Customer Class(es):	<input type="checkbox"/> Shipper	<input type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Other <Xoserve>
Justification for Customer Class(es) selection	Changes in scope for the release include those impacting the above parties	

### A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	The request for this Change Proposal is to ensure that there is visibility to customers on the change register for a change previously raised internally. This change is within scope of Minor Release Drop 12.	
Change Description:	The Neutrality Team within Xserve need to ensure that UK Link Energy related invoices are recorded in Gemini to support cash collection, cash allocation and indebtedness monitoring processes. This is currently a manual process and can take the team up to 2 hours a day to complete. This change will automate the process and upload the invoices produced by Uk Link and upload them to Gemini.	
Proposed Release:	Minor Release Drop 12 – go live indicative date 17 <sup>th</sup> May	
Proposed Consultation Period:	<input checked="" type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]

### A4: Benefits and Justification

Benefit Description:	This enhancement would allow resource to concentrate on other activities and removes the risk of data input errors or invoicing information being missed. The other benefit is that indebtedness summary reports can be run earlier each day aiding customers who maybe in a cash call position to be alerted earlier to provide additional funds.
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>
Benefit Realisation:	The Benefits are expected to be realised upon implementation
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	There are no benefit dependencies
	<i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i>

## A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

## A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	ASGT-CS SA8-36 (Existing) - National Grid NTS, management of Neutrality accounting processes on behalf of UK Transmission in relation to Energy Balancing (including Reconciliation by Difference Energy) and one of the corresponding UNC requirements: UNC TPD Section S - Invoicing and Payments.		
Level of Impact	None		
If None please give justification	The process is being automated but in essence this does not change the service expected or being performed on behalf of the industry.		
Impacts on UK Link Manual/ Data Permissions Matrix	N/A		
Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Gas Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:	Funded by Service and Operate budget.		

Please send the completed forms to: [uklink@xserve.com](mailto:uklink@xserve.com)

# Version Control

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## Document

Version	Status	Date	Author(s)	Remarks
0.1	Issued	23/01/2024	Beth Picton	To be issued for visibility on Change Register

## Template

Version	Status	Date	Author(s)	Remarks	Approved By
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018	Change Management Committee
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1	Emma Smith
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.	Emma Smith
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 <sup>th</sup> December 2018.	Change Management Committee
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> <li>- Inclusion of an All 'Impacted Parties' option in A2</li> <li>- Justification section added to section A2</li> <li>- Change Description replaced with Problem Statement in section A3</li> <li>- Remove 'X' in Release information (sections A3, A5, A7, C1 and G8)</li> <li>- Updated Service Line and UK Link impacts and funding section (A6) to</li> </ul>	Change Management Committee

				<p>include further detail</p> <ul style="list-style-type: none"> <li>- Amended questions 3 and 4 in section B</li> <li>- Added Service Line/UK link Assessment in section D</li> <li>- Removed Section A5</li> </ul>	
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box	Change Management Committee
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management Committee on 12 <sup>th</sup> June 2019	Change Management Committee
7.1	Approved	03/03/2021	Rachel Taggart	Updated the email address of where to send new CP (page 3)	Emma Smith
7.2	Approved		Rachel Taggart	Updated CP VA version to be in line with the updates to VB.	Emma Smith
8.0	Approved	09/03/2022	Rachel Taggart	All Change Packs and response forms removed (sections B,D,E,G & H) Sections A7 & A8 removed. Section F removed	Change Management Committee on 09/03/2022
8.1	Approved	25/04/2023	Rachel Taggart	Updated with new font branding	Emma Smith