

## **Gas MaP Project**

# **MPD15 – Management of Appointments**

Version 3.1  
23<sup>rd</sup> May 2015

## Market Process Definitions

### Table of Contents

Table of Contents.....	ii
Revision History .....	ii
1. Introduction.....	3
1.1 Scope .....	3
1.2 History of Changes .....	3
2 Market Process Map.....	4
3 Market Process Description.....	5
4 Supplementary Information.....	10
4.1 Validation Rules.....	10
4.2 Key Notes .....	10

<b>Revision History</b>		
<b>Version</b>	<b>Date</b>	<b>Revision Description</b>
2.0	26/10/2006	Base-lined on the basis of CER approval on 15/09/2006
2.9	16/09/2008	Draft for approval – baselining for go-live
3.0	03/11/2008	Base-lined on the basis of CER Approval on 17/10/2008.
3.1	23/05/2015	Update of Appointable Jobs

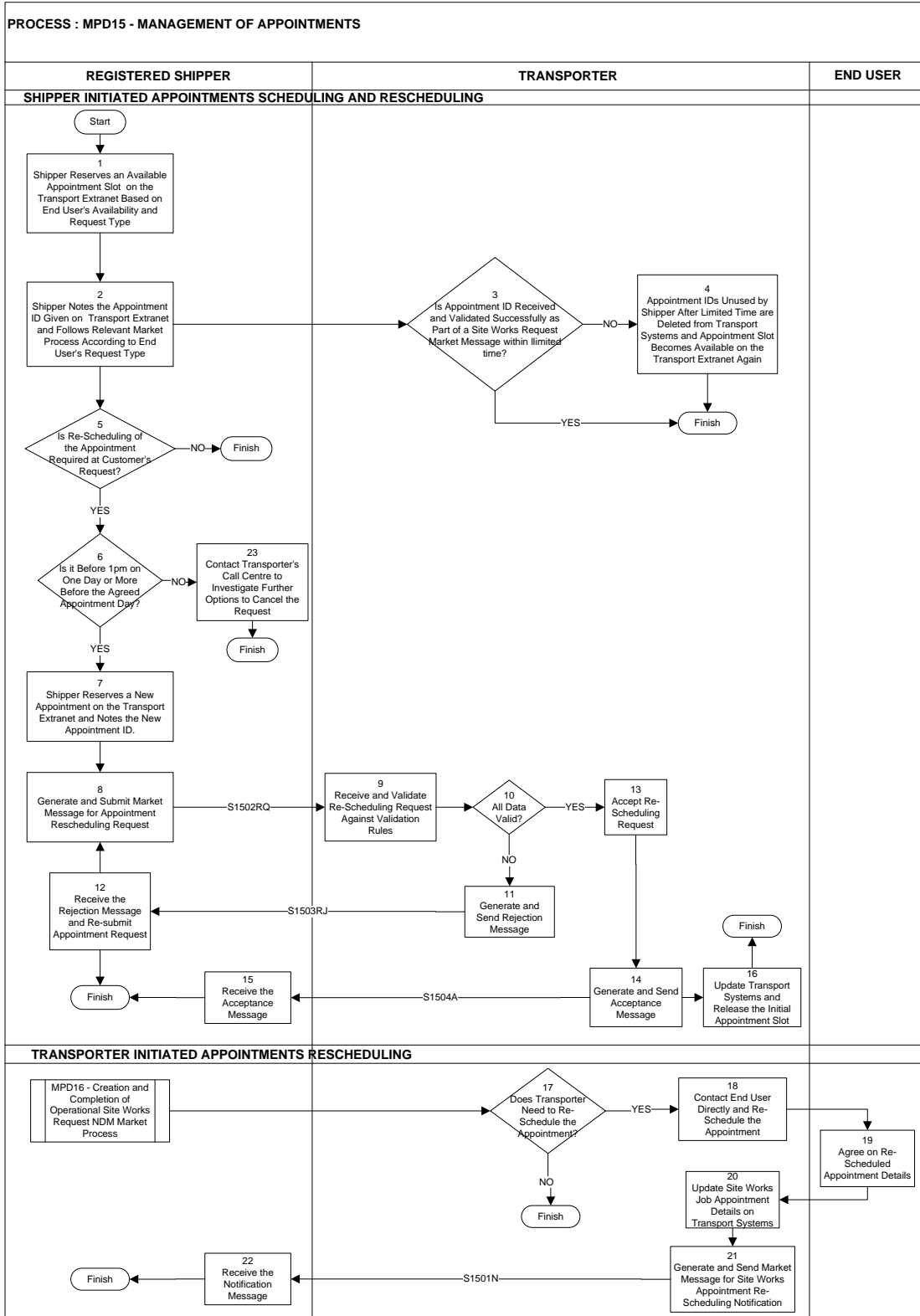
# **1. Introduction**

## **1.1 Scope**

This process covers the interaction between the Shipper and the Transport Extranet for reserving an available appointment slot for Site Works and GPRO Market Processes. It also covers the notification of Shippers of re-scheduled appointments that are initiated by the Transporter due to operational reasons.

<b>1.2 History of Changes</b>	
<b>Source of Changes</b>	<b>Description of Change</b>
CR021	Baselined for go-live and changes made in line with Change Request 021
CR069	Make Meter box Repair job an appointable one

## 2 Market Process Map



<b>3 Market Process Description</b>			
<b>Step</b>	<b>Role</b>	<b>Actions</b>	<b>Interfaces</b>
1, 2	Shipper	The Shipper logs on to the Transport Extranet and reserves an appointment based on the End User's availability and request type. The Shipper takes note of the Appointment ID provided by the Transport Extranet and proceeds with <i>MPD16 – Creation and Completion of Operational Site Works Request Market Process</i> or <i>MPD6 – Registration NDM Market Process</i> . This will result in sending an Operational Site Works Request Message to the Transporter. The type of message sent to the Transporter will depend on the type of request made by the End User (please refer to <i>MPD16 – Creation and Completion of Operational Site Works Request for NDM Sites Market Process</i> and <i>MPD6 – Registration NDM Market Process</i> ).	
3, 4	Transporter	In the background, the Transport Systems will be constantly checking if Appointment IDs issued on the Transport Extranet arrive and are validated successfully as part of a Site Works Requests or Registration Request. If Reservations IDs do not appear on the Transport Systems as part of a validated market message within a limited time [20 minutes] of being allocated on the Transport Extranet, they are deleted and the associated appointment slots become available on the Transport Extranet again.	

## Market Process Definitions

5, 6, 7 and 8	Shipper	<p>Arising from <i>MPD16 – Creation and Completion of Operational Site Works Request Market Process</i> or <i>MPD6 – Registration NDM Market Process</i>, the Shipper will determine if rescheduling of the appointment is required. If rescheduling is required, the Shipper has two options:</p> <ul style="list-style-type: none"> <li>⇒ If it is later than 1pm on the Business Day preceding the agreed appointment date, The Shipper should contact with the Transporter's Call Centre to investigate further options to cancel the Operational Siteworks Request. Transporter will send S1604N – Operational Site Works Job Completion Market Message with a status code “Shipper Cancelled”. This message will also include the cancellation fee in accordance with the Operational Site Works Service Agreement. Please refer to <i>MPD17 – Cancellation of Operational Site Works Market Process</i> for more information.</li> <li>⇒ If it is before 1pm on the Business Day preceding the agreed appointment date, the Shipper makes a new appointment on the Transport Extranet, notes the new Appointment ID and sends an Appointment Rescheduling Request (S1502RQ) to the Transporter via market message.</li> </ul> <p>The key data elements of the message will include:</p>	S1502RQ to Transporter

## Market Process Definitions

		<p>⇒ GPRN (M)</p> <p>⇒ Original Site Works Request Reference (M)</p> <p>⇒ Site Works Appointment Reservation ID (M)</p> <p>The mandatory fields are indicated by (M).</p>	
9	Transporter	The Transporter receives the Rescheduling Request market message from the Shipper and validates it (see section 4.1 for validation criteria).	S1502RQ from Shipper
10, 11		<p>If the Rescheduling Request fails validation, a rejection message is generated and sent to the Shipper.</p> <p>The message will include a reason why the Appointment Rescheduling Request is invalid.</p>	S1503RJ to Shipper
12	Shipper	The Shipper receives the rejection messages and must update the appointment request before re-submitting it as in step 8.	S1503RJ from Transporter
13, 14 and 16	Transporter	<p>The Transporter accepts the Rescheduling Request, updates the Transport system and releases the initial Appointment Slot. An Acceptance Message is generated and sent to the Shipper.</p> <p>The key data elements of the message will include:</p> <p>⇒ GPRN (M)</p>	S1504A to Shipper

## Market Process Definitions

		<p>⇒ Site Works Appointment Reservation ID (M)</p> <p>⇒ Site Works Appointment Date and Time (M)</p> <p>The mandatory fields are indicated by (M).</p>	
15	Shipper	The Shipper receives the Acceptance Message.	S1504A from Transporter
17, 18	Transporter	The Transporter will receive Site Works Requests arising from <i>MPD16 – Creation and Completion of Operational Site Works Request Process</i> or <i>MPD6 – Registration NDM Market Process</i> . If it is necessary to reschedule an appointment due to operational or external reasons, the Transporter will contact the End User directly and attempt to reschedule.	
19	End User	The End User agrees on a rescheduled appointment with the Transporter.	
20, 21	Transporter	<p>The Transporter updates the appointment details on the Transport system. An Appointment Rescheduling Notification market message is generated and sent to the Shipper.</p> <p>The key data elements of the message will include:</p> <p>⇒ GPRN (M)</p> <p>⇒ Original Site Works Reference Number (M)</p>	S1501N to Shipper



## Market Process Definitions

		<ul style="list-style-type: none"><li>⇒ Re-Scheduling Reason Code (M)</li><li>⇒ Site Works Appointment Reservation ID (M)</li><li>⇒ Site Works Appointment Date and Time (M)</li></ul> <p>The mandatory fields are indicated by (M).</p>	
22	Shipper	The Shipper receives the Appointment Rescheduling Notification market message from the Transporter.	S1501N from Transporter

## **4 Supplementary Information**

### **4.1 Validation Rules**

The following validation criteria will apply for S1502RQ – Appointment Rescheduling Request Market Message;

- ⇒ The code in “Shipper ID” field is valid.
- ⇒ The number of digits in GPRN is valid.
- ⇒ The Shipper is registered to the GPRN.
- ⇒ The referenced Site Works Job for rescheduling exists on the Transport Systems.
- ⇒ The reserved Appointment Id is valid.
- ⇒ The reserved appointment Id belongs to the Shipper.
- ⇒ The “Reserved Appointment Date” is within the approved range (30 days before appointment date).

### **4.2 Key Notes**

- ⇒ Shippers will need to use the Transport Extranet facility to reserve an appointment prior to the submission of the following Market Messages (*Please refer to the Transport Extranet High Level Design Document for more information*):
  - S1502RQ – Site Works Appointment Re-Scheduling Request as outlined in this document.
  - S1601RQ – Operational Site Works Creation Request – *Please refer to MPD16 – Creation and Completion of Operational Site Works Request NDM Market Process for more information.*
  - G601RQ – Registration Request - *Please refer to MPD6 – Registration Market Process for more information.*
- ⇒ Shippers will need to use the Transport Extranet facility to reserve an appointment prior to the submission of the following market facing Site Works activities via Market Messaging:

## Market Process Definitions

- Disconnect
  - Lock
  - Exchange
  - Test Meter
  - Investigation
  - Special Read
  - Test Service Pipe
  - Fit Meter (as part of Registration Request)
  - Unlock (as part of either Site Works Creation Request or Registration Request)
  - Meter Box Repair
- ⇒ Shippers will have the option of including their own reference number on market messages sent to the Transporter. The Transporter will quote this reference number back to the Shipper as part of all market messages sent to the Shipper, outlined in this market process document.
- ⇒ Where a Site Works request is rescheduled by the Transporter, the appointment will be rearranged directly with the End User. The Shipper will be notified by a market message (S1501N).
- ⇒ The End User can arrange an appointment with the Transporter for non-Shipper related Site Works activities e.g. Alter Service, Cut-Off Service.
- ⇒ The Transporter will release all Appointments that are not used as part of a market message within a limited time [20 minutes] after the creation of the Reservation via the Transport Extranet.
- ⇒ The Gas MaP Extranet website will have real-time data integration with Transport Systems. The Transport Extranet website will be available to all Shippers equally on a first come first served basis.
- ⇒ Shippers can not reschedule appointments after 1 pm on the Business Day preceding the agreed appointment date. The Shipper should contact with the Transporter's Call Centre to investigate further options to cancel the Operational Siteworks Request.